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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
NO. 20
MASSACHUSETTS

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
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SERIES XII. THE VETERANS' ADMINISTRATION

NO. 20. MASSACHUSETTS

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The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussion of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, and that for Arkansas No. 4, etc.

For each local office information regarding each series or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives.

In Massachusetts the work of the Survey has been under the direction of Mr. J.W. McElroy. This Inventory of the records of the Veterans' Administration in Massachusetts was prepared in the Boston office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Boston, Massachusetts
October 15, 1940

J. W. McElroy
Formerly Regional Director of
The Survey of Federal Archives
and Supervisor of The National
Archives Project in Massachusetts

CONTENTS

Page

BEDFORD

Introduction.....	1
Veterans' Administration Facility.....	1
Correspondence.....	2
Finance and Accounting.....	4
Functional Records.....	8
Personnel.....	12

BOSTON

Veterans' Administration Regional Office.....	13
Correspondence.....	14
Finance and Accounting.....	14
Functional Records.....	15
Personnel.....	20

NORTHAMPTON

Veterans' Administration Facility.....	20
Correspondence.....	20
Finance and Accounting.....	21
Functional Records.....	31
Miscellaneous.....	35
Personnel.....	36
Photographic Collection.....	36

RUTLAND

Veterans' Administrative Facility.....	37
Correspondence.....	37
Finance.....	37
Functional Records.....	39
Miscellaneous.....	41
Personnel.....	42
Photographic Negatives.....	42

THE VETERANS' ADMINISTRATION

INTRODUCTION

In 1921 the Veterans' Bureau was created; and at that time the activities then carried on by agencies of the Government for veterans were taken over by the Veterans' Bureau, including those of the Bureau of War Risk Insurance, Public Health Service, and the Federal Board for Vocational Education.

By Executive Order, dated July 21, 1930, under authorization of an act of Congress approved July 3, 1930, all Federal agencies dealing with veterans' affairs were consolidated as the Veterans' Administration. The agencies consolidated included the Bureau of Pensions, the Veterans' Bureau, and the National Home for Disabled Volunteer Soldiers.

In the merging of these agencies, their records were turned over to the successor, and this accounts for records reported herein which appear of earlier dates than the dates of establishment of the Veterans' Administration regional offices and facilities in whose custody they now are. Records of agencies merged could not be readily separated according to agencies of origin; and, consequently, are reported herein with those of their successors.

BEDFORD

VETERANS' ADMINISTRATION FACILITY

- (A) Administration Bldg.
- (B) Ward Bldg. No. 2

This facility was established in 1928, replacing Hospital No. 44 in West Roxbury which opened on December 1, 1919 and closed on July 20, 1928, and was variously known as West End Hospital or Boston City Hospital, West Department. It is devoted to the care and treatment of war veterans. It operates under a manager through the following divisions: finance, medical, supply, and utility.

The records are maintained in wooden and metal filing cases, located in modern brick and cement buildings. They are safe and easily accessible. Some dead files, 16 linear feet of memorandum vouchers, 1926-1931, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about them, see Series XII, The Veterans' Administration, No. 19, Maryland, p. 54.

Correspondence

1. CORRESPONDENCE CONCERNING PATIENTS WEST ROXBURY, Dec. 4, 1920 - July 12, 1928. Correspondence with relatives and friends of patients concerning reasons for confinement, doctors' diagnoses, and results of treatments. Filed alphabetically. (Never.) 9 x 12 folders, 18 ft. 9 in., in 9 drawers of metal filing cases. 4th floor, Storeroom (Bldg. B). (100)
2. RED CROSS CORRESPONDENCE, WEST ROXBURY, Jan. 1, 1921 - June 28, 1928. Correspondence with Red Cross headquarters, Manchester, N.H., concerning patients at West Roxbury. Arranged chronologically. (Never.) 10 x 12 packages, 18 ft. 10 in., on wooden shelves. Storeroom (Bldg. A). (114)
3. CORRESPONDENCE, Jan. 1, 1922 to date. Regarding patients and treatments. Filed numerically. 3 x 5 card index, 10 in. (Daily, official.) 9 x 12 folders, 13 ft. 1 in., in drawer of metal filing case. Clinical Record Room (Bldg. A). (80)
4. CORRESPONDENCE, INACTIVE, Aug. 11, 1925 - July 29, 1935. With relatives concerning conditions of patients, and requests for leave. Filed alphabetically. (Never.) 9 x 12 folders, 31 ft. 4 in., in 17 wooden boxes. 4th floor, Storeroom (Bldg. B). (46)
5. CONTRACTS AND LETTERS, Jan. 1, 1928 - July 7, 1930. Correspondence with Veterans' Administration at Washington relative to authorization for granting contracts. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft., on wooden shelf. Basement Storeroom (Bldg. B). (110)
6. CONSTRUCTION, CORRESPONDENCE, Mar. 1, 1928 to date. With contractors concerning work in progress. Filed by subject. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden filing case. Custodian's Office (Bldg. A). (136)
7. DAILY PROGRESS REPORTS ON CONSTRUCTION, July 1, 1928 to date. Reports by superintendents on daily progress of construction work. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Manager's Office (Bldg. A). (133)
8. MISCELLANEOUS CORRESPONDENCE AND CWA REPORTS, Dec. 1, 1928 - May 1, 1932. Reports of work accomplished by CWA employees, and correspondence concerning hospital personnel transfers. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 10 in., on wooden shelf. Basement Storeroom (Bldg. B). (102)
9. PERSONAL AND CONFIDENTIAL CORRESPONDENCE, Jan. 1, 1930 to date. Manager's correspondence with Washington concerning confidential matters. Filed alphabetically. (Daily, confidential.) 9 x 12 folders, 3 ft., in 3 drawers of metal filing case. Manager's Office (Bldg. A). (17)

10. SOCIAL SERVICE CORRESPONDENCE, Oct. 1, 1930 to date. With other veterans' units concerning material requirements of patients. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 8 in., in 2 wooden boxes. Storeroom (Bldg. A). (65)
11. CORRESPONDENCE, July 1, 1931 - June 30, 1932. Letters pertaining to purchase and repair of clothing, furniture, and supplies. Filed alphabetically. (Never.) 8 x 12 bundles, 4 ft., on wooden shelf. Basement Storeroom (Bldg. B). (18)
12. CORRESPONDENCE, INACTIVE, Jan. 1, 1932 - June 30, 1934. Concerning patients and personnel. Filed chronologically. (Never.) 9 x 12 folders, 7 ft. 6 in., on 2 wooden shelves and in 5 wooden boxes. Basement Storeroom (Bldg. B). (25)
13. TELEGRAMS, Jan. 1, 1932 - Dec. 31, 1934. Concerning personnel. Filed chronologically. (Never.) 9 x 12 folders, 4 in., on wooden shelf. Basement Storeroom (Bldg. B). (56)
14. GENERAL CORRESPONDENCE, June 7, 1932 - Feb. 3, 1933. Letters concerning general activities of hospital. Filed alphabetically. (Never.) 9 x 12 folders, 2 ft. 6 in., on wooden shelf. Basement Storeroom (Bldg. B). (105)
15. PACKAGE RECORD, MAIL ROOM, July 1, 1933 - June 30, 1934. Record of packages and registered letters. Entered chronologically. (Never.) 8 x 10¹/₂ vol., 1³/₄ in., on wooden shelf. 4th floor, Storeroom (Bldg. B). (73)
16. MEDICAL FILE, July 1, 1934 to date. Reports and correspondence on hospitalization, narcotics, and doctors' records. Filed by subject. (Daily, official.) 9 x 12 folders, 3 ft. 7 in., in 3 drawers of metal filing case. Clinical Director's Office (Bldg. A). (91)
17. MISCELLANEOUS CORRESPONDENCE, July 1, 1934 to date. Pertaining to bids, contracts, materials, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 2 drawers of metal filing case. Manager's Office (Bldg. A). (82)
18. GENERAL CORRESPONDENCE, Jan. 1, 1935 to date. Concerning activities of engineering department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. Engineer's Office (Bldg. A). (32)
19. GENERAL CORRESPONDENCE, Jan. 1, 1935 to date. With firms concerning supplies and equipment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. Custodian's Office (Bldg. A). (129)
20. CORRESPONDENCE FILE, Jan. 1, 1935 to date. Pertaining to patients treated in dental clinic. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of metal filing case. Dental Clinic Office (Bldg. A). (52)

21. MISCELLANEOUS CORRESPONDENCE AND MEMORANDA, July 1, 1935 to date. Filed by subject. (Occasionally, official.) 9 x 12 folders, 3 ft. 7 in., in 2 drawers of metal filing case. Finance Office (Bldg. A). (113)

Finance and Accounting

22. PATIENTS' FUND ACCOUNTS, Sept. 1, 1923 - July 15, 1929. Form 922, patients' cash records, showing names of patients, dates, amounts received and expended, and balances. Arranged alphabetically and chronologically. (Never.) 10¹/₂ x 15 vols. and 10¹/₂ x 16 loose papers, 1 ft. 1 in., in wooden box, and on wooden shelf. Basement Storeroom (Bldg. B). (132; 128)

23. MONEY REQUESTS, Mar. 3, 1926 - June 7, 1928. Made by patients for comforts or necessities. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 7 in., in wooden box. Dirty. Basement Storeroom (Bldg. B). (36)

24. PROPERTY RECORDS, Oct. 1, 1926 - July 8, 1932. Inventory of chairs, desks, and typewriters, showing date of bid, purchase, receipt, and removal. Filed by subject. (Rarely, official.) 3 x 5 cards, 5 ft. 1 in., in 3 drawers of metal card cabinet. Custodian's Office (Bldg. A). (34)

25. PROPERTY VOUCHERS, Jan. 1, 1927 to date. Forms 135a, copies of vouchers for materials and supplies. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 40 ft. 6 in., in 2 drawers of metal filing case and on wooden shelves. Custodian's Office and Basement Storeroom (Bldgs. A, B). (33; 38)

26. COMPENSATION FUNDS, Jan. 1 - Dec. 31, 1928. Form 4706d, statements of funds used for patients for their desires or comforts. Filed alphabetically. (Never.) 9 x 12 folders, 10 in., on wooden shelf. Basement Storeroom (Bldg. B). (84)

27. ALLOTMENT RECORDS, Jan. 7, 1928 to date. Allotments for repairs, construction, replacements, and copies of awarded contracts. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Engineer's Office (Bldg. A). (29)

28. LETTERS OF AUTHORITY AND REQUISITIONS FOR SUPPLIES, July 1, 1928 - June 30, 1933. Form 3211, copies of requests to Washington, for supplies, and their letters of authority to purchase. Filed numerically. (Never.) 9 x 12 folders, 8 ft., in 4 wooden boxes. Basement Storeroom (Bldg. B). (134)

29. EXPENDABLE PROPERTY CARDS, July 1, 1928 to date. Form 2598f, record of all expendable property. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in 4 drawers of metal card cabinet. Custodian's Office (Bldg. A). (121)

30. PROPERTY RECORDS, July 7, 1928 to date. Reports by department heads on property shortages and excesses. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Custodian's Office (Bldg. A). (126)
31. RECORD OF COMMODITY PURCHASES, Oct. 1, 1929 - June 30, 1934. Showing name, cost, purchase number, firm name, dates ordered and received, and amount. Entered chronologically. (Never.) 8 x 10¹/₂ vols., 4 in., on wooden shelf. 4th floor, Storeroom (Bldg. B). (71)
32. MONEY ACCOUNTS OF PATIENTS, Jan. 1, 1930 - Dec. 31, 1933. Amounts of money deposited by patients when admitted. (Never.) 9 x 12 folders, 9 in., on wooden shelf. Basement Storeroom (Bldg. B). (39)
33. EXPENDABLE PROPERTY SLIPS, Jan. 1, 1930 - Mar. 28, 1934. Record of goods sent from storeroom to all departments. Filed alphabetically. (Never.) 7 x 12 bundles, 1 ft., on wooden shelf. Basement Storeroom (Bldg. B). (24)
34. MAINTENANCE AND REPAIR REQUESTS, July 1, 1930 - June 30, 1931. Forms 6002d, giving type of repairs and estimated cost. Filed chronologically. (Never.) 9 x 12 folders, 6 in., on wooden shelf. Basement Storeroom (Bldg. B). (21)
35. MISCELLANEOUS RECORDS, July 1, 1930 - June 30, 1933. Of supplies sent to departments, and inventories of furniture on each floor. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., on wooden shelf. Basement Storeroom (Bldg. B). (16)
36. SUMMARIES OF LEDGER DISBURSING RECORDS, July 1, 1930 - Nov. 15, 1934. Forms 1086, summaries of daily disbursements, showing amount, and purpose of expenditure. Filed chronologically. (Never.) 12 x 12 packages, 4 ft., on wooden shelf. Basement Storeroom (Bldg. B). (124)
37. SCHEDULES OF DISBURSEMENTS, July 1, 1930 - Dec. 31, 1934. Finance Form 1025, record of all expenditures. Filed chronologically. (Never.) 9 x 12 folders, 8 ft., on 2 wooden shelves. Basement Storeroom (Bldg. B). (104)
38. INSPECTORS' REPORTS, July 1, 1930 - June 30, 1935. Report of inspector on condition of meats and meat food products received. Arranged alphabetically. (Never.) 9 x 12 bundles, 2 ft., on wooden shelf. Basement Storeroom (Bldg. B). (60)
39. PATIENTS' VALUABLES, Aug. 16, 1930 to date. Forms 2636a, record of property deposited by patients when admitted. Filed alphabetically. (Daily, official.) 5 x 8 loose papers, 2 ft. 4 in., in 2 drawers of metal card cabinet. Custodian's Office (Bldg. A). (87)
40. FIELD SERVICE RECEIPTS, Jan. 21, 1931 to date. Form 1028, copies of receipts for cash granted to patients. Filed alphabetically. (Daily, official.) 4 x 8 loose papers, 5 ft. 11 in., in 5 drawers of metal filing cases. Finance Office (Bldg. A). (117)

41. PAY ROLL RECORDS, Mar. 1, 1931 to date. Showing amounts paid and deductions for pensions. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of metal filing case. Finance Office (Bldg. A). (113)

42. MEMORANDA OF RETURNED CHECKS, Nov. 7, 1931 to date. Form 1664, duplicates of records of checks returned from bank to cost accountant at Facility. Filed chronologically. (Occasionally, official.) 5 x 8 loose papers, 1 ft. 4 in., in drawer of wooden filing case. Finance Office (Bldg. A). (116)

43. MEAL AND LODGING REQUESTS PAID, Nov. 7, 1931 to date. Form 3266, payments to patients for meals and lodging. Filed alphabetically. (Daily, official.) 5 x 8 loose papers, 1 ft. 5 in., in drawer of wooden filing case. Finance Office (Bldg. A). (85)

44. COMPLETED ORDERS, Jan. 2, 1932 - Apr. 4, 1933. Supplies received on requisitions. Entered chronologically. (Never.) 11 x 15 vols., 2 in., on wooden shelf. Basement Storeroom (Bldg. B). (37)

45. ALLOTMENT AND COST ACCOUNTS, July 1, 1932 - Nov. 30, 1934. Forms 6606 and 1017e, records of allotments of funds, and cost account reports. Filed chronologically. (Never.) 11 x 15 and 14 x 15 packages, 1 ft. 3 in., on wooden shelf. Basement Storeroom (Bldg. B). (41)

46. CONTRACTS, COPIES, July 1, 1932 to date. Showing specifications, work performed, and related correspondence. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 21 ft. 10 in., in 6 drawers of metal filing cases and on 3 wooden shelves. Custodian's Office (Bldg. A), and Basement Storeroom (Bldg. B). (19; 75; 103)

47. PROPERTY INVENTORY REPORTS, Jan. 1 - Dec. 31, 1933. On amount and kind of missing and surplus property. (Never.) 9 x 12 loose-leaf books, 2 ft., in wooden box. Basement Storeroom (Bldg. B). (35)

48. MONTHLY ESTIMATES OF EXPENSES, Jan. 1, 1933 to date. And related correspondence. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of wooden filing case. Manager's Office (Bldg. A). (55)

49. NONEXPENDABLE PROPERTY RECORDS, July 1, 1933 to date. Of machinery and equipment on hand. Filed chronologically. (Daily, official.) 5 x 8 cards, 9 ft. 5 in., in 6 drawers of wooden filing cases. Custodian's Office (Bldg. A). (95)

50. PATIENTS' REQUISITIONS, July 1, 1933 to date. Form 2675, requisitions for articles of comfort, payable out of patients' funds. Filed alphabetically. (Daily, official.) 9 x 12 folders, 18 ft. 9 in., in 12 drawers of wooden filing cases. Finance Office (Bldg. A). (20)

51. COST LEDGERS, July 1, 1933 to date. Form 6502, daily register of storehouse issues, used as basis for monthly cost reports. Entered chronologically. (Daily, official.) 15 x 24 loose-leaf books, 2 ft. 3 in., on table. Finance Office (Bldg. A). (50)

52. MONTHLY COST ACCOUNTING REPORTS, July 1, 1933 to date. Form 6634, itemized cost accounts of each unit in Facility. Filed chronologically. (Daily, official.) 19 x 28 loose papers, 4 in., on wooden shelf. Finance Office (Bldg. A). (40)

53. REQUISITIONS FOR SUPPLIES, July 1, 1933 to date. Forms 134a and 3211, copies of requisitions for materials and supplies. Filed numerically. (Daily, official.) 9 x 12 folders, 12 ft. 6 in., in 6 drawers of metal filing cases and in 2 wooden boxes. Custodian's Office (Bldg. A), and Basement Storeroom (Bldg. B). (78; 120)

54. REPORTS AND ALLOTMENT RECORDS, July 1, 1933 to date. Reports and records of allotments for supplies and services. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of metal filing case. Custodian's Office (Bldg. A). (81)

55. CONSOLIDATED MONTHLY REPORT OF BUDGET ACTIVITIES, July 1, 1933 to date. Copies of reports to Washington on budget allowances charged to each department in hospital. Filed chronologically. (Monthly, official.) 20 x 37 loose papers, 5 in., on wooden shelf. Finance Office (Bldg. A). (27)

56. LEDGER ACCOUNT CARDS, Aug. 15, 1933 to date. Form 1083, record of funds of patients, showing amounts of deposits, withdrawals, names of guardians. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ cards, 2 ft. 8 in., in drawer of wooden filing case and in wooden box. Finance Office (Bldg. A). (77; 107)

57. PAID VOUCHERS, Aug. 15, 1933 to date. Form 1034a, vouchers for materials for which payment has been made. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 20 ft. 1 in., in 11 drawers of metal and wooden filing cases. Finance Office (Bldg. A). (23; 79)

58. SALARY RECORDS AND EMPLOYEES' PAY CARDS, Aug. 30, 1933 to date. Showing salaries and wages, and changes in classifications. Filed alphabetically. 3 x 5 card index, 11 in. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in 2 drawers of wooden card cabinet. Finance Office (Bldg. A). (115)

59. PATIENTS' PURCHASE ORDERS, June 1, 1934 to date. Form 2696, orders for articles necessary for patients. Filed numerically. 5 x 8 vol. index, $\frac{1}{2}$ in. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Custodian's Office (Bldg. A). (135)

60. MATERIALS AND REQUESTS, July 1, 1934 to date. VA Form 6002d and Standard Form 31, requests by department heads for materials, and invitations to dealers for bids on requested materials. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of metal filing case. Manager's Office (Bldg. A). (99)

61. REPAIR AND CONSTRUCTION WORK RECORDS, July 1, 1934 to date. Showing work planned or completed. Entered chronologically. (Occasionally, official.) 8 x 11 vol., 1 in., in drawer of metal filing case. Custodian's Office (Bldg. A). (101)

62. SALARY RECORDS, July 15, 1934 - July 14, 1935. Finance Form 993, monthly salaries of employees. Arranged alphabetically. (Never.) 5 x 8 packages, 8 in., on wooden shelf. Basement Storeroom (Bldg. B). (54)

63. BUDGET DATA, July 1, 1935 to date. Record of allotments of fiscal appropriations. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. Finance Office (Bldg. A). (44)

64. CONTRACTS AND LETTERS OF AUTHORITY, July 1, 1935 to date. Letters from headquarters authorizing purchase of materials, and copies of contracts with business firms. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Finance Office (Bldg. A). (119)

65. COST ACCOUNT REPORTS, July 1, 1935 to date. Bills and receipts for materials purchased. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of metal filing case. Finance Office (Bldg. A). (12)

66. INVENTORY RECORDS, July 1, 1935 to date. Yearly inventory of office equipment. Filed chronologically. (Rarely, official.) 9 x 12 folders, 2 in., on filing case. Clinical Record Room (Bldg. A). (15)

67. PROPOSALS, July 1, 1935 to date. VA Form 3229a, and Treasury Form 33, showing bids and proposals for contract work. Filed numerically and chronologically. (Daily, official.) 9 x 12 folders, 38 ft., in 7 drawers of metal filing cases and on 3 wooden shelves. Custodian's Office (Bldg. A), and Basement Storeroom (Bldg. B). (106; 122)

68. PURCHASE ORDERS, July 1, 1935 to date. Form 1252, copies of purchase orders for supplies. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft. 2 in., in 2 drawers of metal filing case. Custodian's Office (Bldg. A). (48)

69. SUMMARY RECORDS OF BIDS, July 1, 1935 to date. For contracts for materials, showing bidders, kind and prices of articles, and results of bids. Filed by subject. (Daily, official.) 3 x 5 cards, 3 ft. 10 in., in 2 drawers of metal card cabinet. Custodian's Office (Bldg. A). (96)

70. FIRM NAMES, no date. Register of concerns from which various commodities may be purchased, showing name, address, and items handled. Filed alphabetically. (Never.) 8 x 10¹/₂ vol., 1 in., on wooden shelf. 4th floor, Storeroom (Bldg. B). (72)

Functions

71. REGISTER OF PATIENTS, Dec. 1, 1918 to date. Showing name, rank, register number, place and date of birth. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 5 in., in 3 drawers of metal card cabinet. Clinical Record Room (Bldg. A). (7)

72. IN-PATIENT CARDS FOR WEST ROXBURY, INACTIVE, Dec. 1, 1919 - July 17, 1928. Treasury Form 1971f, showing name of patient, date of diagnosis, and disposition of case. Filed numerically. (Occasionally, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of metal card cabinet. Clinical Record Room (Bldg. A). (67)
73. CLINICAL RECORDS OF PATIENTS, Dec. 28, 1919 - Mar. 1, 1927. Complete history and daily condition of patient from date of arrival to date of discharge. Filed chronologically. (Weekly, official.) 15 x 18 vol., 2 in., on wooden shelf. Storeroom (Bldg. A). (69)
74. CLINICAL RECORDS OF DECEASED PATIENTS, WEST ROXBURY, Oct. 14, 1920 - July 19, 1928. Forms 2593, 2614a, 2614k, showing diagnoses, treatments, and results. Filed numerically. (Never.) 9 x 12 folders, 52 ft. 1 in., in 6 wooden boxes. 4th floor, Storeroom (Bldg. B). (22)
75. DOCTORS' PRESCRIPTION CARDS, July 1, 1921 to date. Form 2578, showing prescriptions issued to patients. Filed alphabetically. (Daily, official.) 3 x 8 cards, 4 ft. 2 in., in 6 drawers of metal card cabinets. Pharmacy Office (Bldg. B). (111)
76. PRESCRIPTIONS, July 1, 1921 to date. Forms 2577. Entered numerically. (Daily, official.) 8 x 14 vols., 7 in., in safe. Pharmacy Office (Bldg. B). (108)
77. IN-PATIENT RECORDS, ACTIVE, Jan. 1, 1922 to date. Form 2593, showing history of each patient, date of commitment, and diagnosis. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 ft. 6 in., in 2 drawers of metal card cabinet and 6 drawers of wooden card cabinets. Clinical Record Room (Bldg. A). (30; 88; 66)
78. CLINICAL RECORD BRIEFS, Jan. 1, 1922 to date. Forms 2614a, history and daily condition of each patient. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 24 ft., in 18 drawers of metal filing cases. Clinical Record Room (Bldg. A). (26)
79. CLINICAL RECORD BRIEFS, INACTIVE, Jan. 1, 1922 to date. Form 2614, temporary inactive records of history and daily conditions of patients, taken by ward surgeon and nurse. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 43 ft. 6 in., in 24 drawers of metal filing cases. Clinical Record Room (Bldg. A). (28)
80. PATHOLOGICAL FILES, Jan. 1, 1922 to date. Records of illnesses, abnormalities, congenital malformations of patients, and treatments prescribed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft. 9 in., on wooden shelf and in 5 drawers of wooden card cabinets. Basement Storeroom (Bldg. B), and Clinical Record Room (Bldg. A). (49; 11)
81. PHYSICAL AND MENTAL DIAGNOSES, Jan. 1, 1922 to date. Mental and physical diagnoses of typical cases. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in 4 drawers of wooden card cabinet. Clinical Record Room (Bldg. A). (61)

82. DISCHARGES, Jan. 1, 1922 to date. Forms 2614m, reports pertaining to discharges of patients. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft. 6 in., in 7 drawers of metal filing cases. Clinical Record Room (Bldg. A). (64)

83. LEAVES OF ABSENCE, Jan. 1, 1922 to date. Giving name of patient, dates of leave and return. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft. 8 in., in 2 drawers of wooden card cabinet. Clinical Record Room (Bldg. A). (63)

84. SOCIAL SERVICE RECORDS, Jan. 1, 1922 to date. Forms 2607, case histories of patients. Filed alphabetically. 3 x 5 card index, 3 ft. 9 in. (Daily, official.) 10 x 15 folders, 16 ft. 8 in., in 2 drawers of wooden filing cases. Social Service Office (Bldg. A). (112)

85. CASE HISTORIES OF PATIENTS, Jan. 25, 1922 - Apr. 27, 1925. Name, date of admission, condition, treatment, and progress. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 1 ft. 5 in., in drawer of wooden card cabinet. Basement Storeroom (Bldg. B). (42)

86. DENTAL CLINIC RECORDS, Jan. 1, 1927 to date. Issue slips, material inventories, and monthly reports. Filed alphabetically and chronologically. (Older records, rarely; current records, daily; official.) 9 x 12 folders, 12 x 36 packages, 5 ft. 7 in., in drawer of metal filing case and on wooden shelf. Clinical Director's Office (Bldg. A), and Basement Storeroom (Bldg. B). (45; 53)

87. WARD REPORTS, Feb. 3, 1928 to date. Nurses' daily reports on ward activities. Entered chronologically. (Daily, official.) 8 $\frac{1}{2}$ x 14 and 8 x 10 $\frac{1}{2}$ vols., 18 ft., on 5 wooden shelves. Clinical Director's Office (Bldg. A). (9)

88. CORRESPONDENCE ON DISCHARGES, July 1, 1928 - July 18, 1934. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 47 ft. 7 in., in 23 drawers of metal filing cases. Storeroom (Bldg. A). (83)

89. LIST OF NAMES OF PATIENTS AND OF PERSONNEL ENGAGED IN CLEANING, PRESSING, AND REPAIRING, July 1, 1928 - June 30, 1935. Entered chronologically. (Never.) 12 x 16 packages, 4 ft., on wooden shelf. Basement Storeroom (Bldg. B). (123)

90. RESIDENT FILE, July 1, 1928 to date. Record of patients' activities from time of admittance to local hospital to time of transfer to Bedford. Filed geographically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of metal card cabinet. Clinical Record Room (Bldg. A). (94)

91. WARD FILES, July 1, 1928 to date. Of patients' activities, showing date of admission, transfer, discharge, condition and treatment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 7 in., in 2 drawers of metal card cabinet. Clinical Record Room (Bldg. A). (10)

92. DENTAL APPOINTMENT AND RECORD BOOKS, Oct. 1, 1929 - June 9, 1934; Mar. 14, 1935 to date. Form 2679, patient's appointment with dentist, showing patient, time spent with each patient, and service rendered. Entered chronologically. (Daily, official.) 6 x 10 $\frac{1}{2}$ and 6 x 11 vols., 1 ft. 4 in., on wooden shelf and on desk. Storeroom (Bldg. A), and Dental Office (Bldg. B). (8; 109)

93. BEDFORD DISCHARGES, Jan. 1, 1932 to date. Form 2593, reports of patients, giving date of commitment, discharge, and diagnoses. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 4 drawers of wooden card cabinet. Clinical Record Room (Bldg. A). (13)

94. LABORATORY RECORDS, July 1, 1932 to date. Laboratory tests of injections, spinal fluids, bloods, and reports on results of tests. Records prior to 1936, filed numerically; subsequent records, chronologically. 3 x 5 card index, 1 ft. 2 in. (Older records, rarely; current records, daily; official.) 9 x 11 packages and 9 x 12 folders, 11 ft. 8 in., on wooden shelf and in 4 drawers of metal filing case. Basement Storeroom (Bldg. B), and Clinical Record Room (Bldg. A). (47; 51)

95. RECORDS OF DISCHARGES, ADMISSIONS, TRIAL VISITS, AND LEAVES OF ABSENCE, Nov. 12, 1932 to date. Showing names of patients, dates of admission, discharges, trial visits, leaves of absence. Entered chronologically. (Daily, official.) 9 x 11 vols., 3 in., in drawer of metal filing case. Clinical Record Room (Bldg. A). (63)

96. PATIENTS' CARDS, Jan. 1, 1933 to date. Showing name, register numbers, dates of admittance, and discharges. Filed alphabetically. (Older records, rarely; current records, daily, official.) 3 x 5 cards and 10 x 10 $\frac{1}{2}$ packages, 4 ft. 4 in., on table and in 6 drawers of wooden card cabinets. Physiotherapy Room (Bldg. B). (36; 131)

97. STATEMENTS OF NURSES, Jan. 1, 1934 - Dec. 30, 1935. Nurses' reports on behavior of patients. (Never.) 9 x 12 folders, 3 in., in wooden box. Storeroom (Bldg. A). (74)

98. SECRETARY'S MINUTES OF CLINICAL STAFF CONFERENCES, Jan. 1, 1934 to date. Reports of medical conferences concerning patients. Arranged chronologically. (Daily, official.) 9 x 12 loose-leaf books, 7 in., in 2 drawers of metal and wooden filing cases. Clinical Record Room (Bldg. A). (92; 43)

99. WAITING LISTS, Apr. 1, 1934 to date. Reports concerning veterans waiting for hospitalization. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. Clinical Record Room (Bldg. A). (93)

100. MEDICAL REPORTS, July 1, 1934 - June 30, 1935. Of activities of various medical departments. Filed alphabetically. (Never.) 9 x 12 folders, 1 ft. 2 in., in wooden box. Storeroom (Bldg. A). (70)

101. ROLL CALL RECORDS OF PATIENTS, July 20, 1934 - Nov. 9, 1935. Made by nurse in charge. Entered chronologically. (Rarely, official.) 8 x 14 vol., 1 in., on filing case. Storeroom (Bldg. A). (76)

102. PHYSIOTHERAPY REPORTS, Jan. 1, 1935 to date. Forms 2581, records of patients taking treatments. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose papers, 1 ft., in drawer of metal filing case. Physiotherapy Office (Bldg. B). (130)

103. CLINICAL RECORDS, Jan. 1, 1935 to date. Form 2614p, periodic dental examinations of patients, showing results of treatments given. Filed alphabetically. (Daily, official.) 8 x 11 folders, 8 in., in drawer of metal filing case. Dental Office (Bldg. B). (97)

104. ABEYANCE RECORDS, Jan. 13, 1936 to date. Form 2570, showing dental work to be done on patient when physical condition permits treatment. Filed alphabetically. (Daily, official.) 8 x 11 folders, 3 in., in drawer of metal filing case. Dental Office (Bldg. B). (98)

Personnel

105. CHART OF ORGANIZATION CARDS, Oct. 1, 1919 to date. Personnel card record, showing name, classification of employee, date employed or promoted, amount of salary. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 $\frac{1}{2}$ in., in drawer of metal card cabinet. Manager's Office (Bldg. A). (90)

106. PERSONNEL RECORDS, ACTIVE, Oct. 1, 1919 to date. Various forms, including Form 6, civil service papers, oaths, correspondence, and records of physical examinations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 ft. 10 in., in 5 drawers of metal filing case. Manager's Office (Bldg. A). (62)

107. PERSONNEL CARDS, ACTIVE, Oct. 1, 1919 to date. Standard Form 7, giving name, date of employment, position, salary, education, and service record of employee. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in metal filing case. Manager's Office (Bldg. A). (6)

108. PERSONNEL CARDS, INACTIVE, Oct. 1, 1919 to date. Form 7, former employees, showing name of employee, date employed, date left, positions held, and salaries received. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 in., in drawer of metal filing case. Manager's Office (Bldg. A). (3)

109. PERSONNEL JOURNALS, Apr. 1, 1926 to date. Standard Form 4, weekly record of employees, showing name, position, time worked, salary, and transfers. Filed chronologically. (Daily, official.) 12 x 22 packages and 13 x 20 loose-leaf books, 5 in., on wooden shelf, and on filing case. Basement Storeroom and Manager's Office (Bldgs. A, B). (31; 39)

110. APPLICATIONS FOR EMPLOYMENT, Jan. 1, 1930 to date. Forms 3829, applications for unclassified positions, showing veteran's past history, physical description, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 11 in., in drawer of wooden filing case. Manager's Office (Bldg. A). (2)

111. EMPLOYEES' LEAVE PASSES, Jan. 1 - Dec. 31, 1934. Form 3204, showing name of employee, reason for leave, date, time left, and time returned. Filed chronologically. (Never.) 7 x 10 paper packages, 7 in., on wooden shelf. Basement Storeroom (Bldg. B). (125)

112. DAILY LIST OF ABSENTEES, Jan. 1 - Dec. 31, 1934. Form 3205. Filed chronologically. (Never.) 9 x 12 folders, 1 ft. 3 in., on wooden shelf. Basement Storeroom (Bldg. B). (127)

113. DISCONTINUED PERSONNEL RECORDS, July 1, 1934 - June 30, 1935. Of former employees, including relative correspondence. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft. 2 in., in 2 drawers of wooden filing case. Manager's Office (Bldg. A). (1)

114. EMPLOYEES' CLASSIFICATIONS, Jan. 1, 1936 to date. Form 2713, daily time records of regular employees, showing name of employee, hours worked, and date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. Manager's Office (Bldg. A). (4)

115. INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR, Jan. 1, 1936 to date. Form 3225. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in drawer of wooden card cabinet. Manager's Office (Bldg. A). (5)

116. ANNUAL LEAVE CARDS, Jan. 1, 1936 to date. Form 3227, approved requests for annual, sick, or military leaves, showing names and positions of employees, and number of hours of leave granted. Filed chronologically. (Daily, official.) 5 x 8 cards, 8 in., in drawer of metal card cabinet. Manager's Office (Bldg. A). (14)

BOSTON

VETERANS' ADMINISTRATION REGIONAL OFFICE Post Office and Court House Bldg., Post Office Sq.

A district Office was established in Boston on August 10, 1921. On December 15, 1924 it was made a regional office. Originally located in the Seigel Building, since September 1933, it has occupied space on the sixth and seventh floors of the Post Office and Court House Building. The purpose of this Facility is to aid and to take care of war veterans. It operates under a Manager through the following divisions: adjudication, office of the chief attorney, finance, and medical. The records are kept in good order and are readily accessible. Some dead files, 392 linear feet of duplicate papers and rehabilitation folders from the date of the filing of the first claim in Boston to December 11, 1934, and 240 linear feet of memorandum vouchers from July 1931 to June 1932, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about them, see Series XII, The Veterans' Administration, No. 19, Maryland, pp. 54-55.

Correspondence

117. BURIAL CORRESPONDENCE, Aug. 9, 1921 to date. Relating to applications for the one hundred dollars allowed by Government for burial expenses of veterans. Filed alphabetically. (Rarely, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 720. (451)

118. CONTACT UNIT RECORDS, Jan. 1929 to date. Miscellaneous daily and monthly contact reports concerning information and assistance to veterans and their families relative to hospitalization, bonuses, claims, location of missing persons, press contacts, cases pending action, and general correspondence. 4 x 6 card index, 2 ft. (Daily, official.) 9 x 12 folders, 10 ft., in 8 drawers of metal filing cases. R. 600. (454)

119. REPORTS OF REGIONAL ACTIVITIES, Jan. 1, 1932 to date. Form 3400, department reports of office activities prepared monthly for regional manager, showing name of department or unit, work accomplished for period, summary of activities, receipts and disbursements. Some filed alphabetically, some chronologically. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 631. (437; 441)

120. VETERANS CONTINGENT OF CCC, June 15, 1933 to date. Form P-130, correspondence primarily concerning applications, enrollments, and discharges of veterans at CCC camps; penal institution commitments; and data relating to procurement of employment for veterans. Filed alphabetically. 4 x 6 card index, 10 ft. (Daily, official.) 9 x 12 folders, 48 ft. 6 in., in 20 drawers of metal and wooden filing cases. R. 608. (576)

121. REPORTS OF PHYSICIANS TO CHIEF MEDICAL OFFICER, Dec. 1934 to date. Forms 2601, 2612, 2620, 2685, 2690, and 3400, together with correspondence and instructions from Washington headquarters, reports by physicians and hospitals, regulations, requests for examinations and treatments. Filed alphabetically. (Daily, official.) 9 x 12 folders and 8 x 11 forms, 7 ft. 6 in., in 4 drawers of metal filing case. R. 634. (472)

122. MEDICAL AND SURGICAL UNIT REPORTS, Jan. 1935 to date. Forms 3135 and 3178, also correspondence, regulations, instructions, and statistics relating to procedure in physical examinations of civil service employees and veterans; and results of examinations and doctors' treatment charts. Filed chronologically. 3 x 5 card index, 1 ft. (Daily, official.) 9 x 15 folders, 3 ft. 6 in., in 3 drawers of wooden filing case. R. 630. (448)

Finance and Accounting

123. CASH VOUCHERS, Apr. 1, 1917 to date. Records of paid insurance claims, showing deductions, net amounts, name and address of insured, policy number, amount of insurance, and name of beneficiary. Filed alphabetically. (Daily, official.) 9 x 12 folders, 23 ft., in 12 drawers of metal and wooden filing cases. R. 714. (465)



124. DISABILITY PENSION AWARD CARDS, Apr. 1917 to date. Forms 511a and 511e, showing name, claim number, description of disability, and amount of award. Filed numerically. (Daily, official.) 5 x 8 cards, 141 ft. 8 in., in 61 drawers of metal card cabinets and in 15 wooden "tub" trays. R. 720. (446; 474)

125. WAR RISK INSURANCE CORRESPONDENCE, Jan. 1921 to date. Data relative to insurance claims and premiums, together with miscellaneous insurance papers, and related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, and 5 x 8 cards, 7 ft. 6 in., in 3 drawers of wooden filing case and in drawer of metal card cabinet. R. 720. (447)

126. EMPLOYEES PAY ROLL VOUCHERS, Jan. 1932 to date. Pay rolls with attached vouchers, and correspondence concerning activities of part time employees. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 720. (438)

127. ACCOUNTANTS' REPORTS ON PREMIUM RECEIPTS, Jan. 1934 to date. Form 1307, collections and payments of war risk insurance premiums, showing name and address of policy holder, policy number and amount paid. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 720. (458)

Functional Records

128. CLAIM FOLDERS, June 1917 to date. Duplicates of original papers in claim folders, removed from permanent files to conserve space. Filed numerically. (Rarely, official.) 9 x 12 folders, 24 ft., in 12 drawers of metal and wooden filing cases. Rs. 629 and 631. (455)

129. GENERAL FILES, Dec. 15, 1917 to date. Of case histories of veterans claiming compensation, including correspondence, claims, medical reports, service records, and disposition of cases. Filed numerically. 5 x 8 card index, 82 ft. 6 in. (Daily, official.) 9 x 12 folders, 3,292 ft., in 1,736 drawers of metal filing cases. Rs. 625, 629, 631, and 631A. (463)

130. ACTIVE ABSTRACT CLAIM RECORD CARDS, Dec. 15, 1917 to date. Forms 76, 528, and 6604, condensed records, for quick reference purposes of case histories of claimants for compensation, showing name of claimant, claim number, amount of compensation. Filed numerically. (Daily, official.) 5 x 8 cards, 29 ft., in 20 wooden "tub" trays. R. 631B. (461)

131. ABSTRACT CARDS, Dec. 1917 - Mar. 20, 1933. Form 6604, abstracts of veterans' rating status, showing name, address, claim number, and compensation awarded; system discontinued as result of legislation enacted by 73d Congress, Mar. 20, 1933. Filed numerically. (Daily, official.) 5 x 8 forms and cards, 16 ft., in 10 drawers of metal card cabinets. R. 631. (471)

132. ABSTRACT RECORDS OF DECEASED VETERANS, Dec. 1919 to date. Brief outlines of veterans' records compiled after death, showing name, claim number, service record, compensatory allowances; originals are sent to Washington. Some filed numerically, some alphabetically. 5 x 8 card index. (Rarely, official.) 9 x 12 folders and 5 x 8 cards, 16 ft., in 6 drawers of metal filing cases. Rs. 625 and 631. (453; 675)

133. FOREIGN RELATIONS, Dec. 1919 to date. Forms 100, 346, and 399, medical reports and correspondence resulting from an agreement between the United States and certain foreign governments, principally Canada, to expedite claims for veterans, showing name, address, occupation of veteran, service connected disability, regimental number, and result of physical examination. Filed alphabetically. (Daily, official.) 9 x 12 and 10 x 15 folders, 96 ft., in 48 drawers of metal and wooden filing cases. Rs. 605 and 612. (350; 286)

134. INACTIVE GENERAL FILES, Dec. 1919 to date. Papers and correspondence relating to claims. Filed numerically. 5 x 8 card index. (Occasionally, official.) 10 x 15 folders, 128 ft. 2 in., in 72 drawers of metal and wooden filing cases. Dirty. Rs. 605 and 611. (473)

135. SOCIAL SERVICE WORK RECORDS, Dec. 1919 to date. Narrative reports and correspondence relating to social service activities in psychiatric cases, showing name and address of veteran, date, claim number, and detailed report of conditions. Filed numerically. 3 x 5 card index, 8 ft. 7 in. (Occasionally, official.) 10 x 15 folders, 43 ft. 8 in., in 22 drawers of wooden filing cases. Dirty. Rs. 605 and 616. (459)

136. NERVOUS AND MENTAL CASE RECORDS, Jan. 1, 1921 to date. Forms 37, 579, 590, 2545, 2593, and P10, case histories with pertinent correspondence concerning appointments, hospital admissions and discharges, showing name and address of veteran, claim number, examination data, and disposition of case. Filed alphabetically. 3 x 5 card index, 8 ft. (Daily, official.) 5 x 8 cards, and 9 x 12 folders, 73 ft. 6 in., in 7 drawers of metal card cabinets and in 15 drawers of wooden filing cases. R. 636. (440)

137. COMPLETE MEDICAL REGISTRATION, Jan. 1921 to date. Showing veterans registered for examination, addresses, claim numbers, dates examined, and types and results of examinations. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of metal card cabinet. R. 606. (444)

138. ROENTGENOLOGICAL REPORTS, Jan. 1921 to date. Form 2614h, clinical reports pertinent to X-ray examinations, showing name and address of veteran, claim number, and disability for which examined. Filed numerically. (Frequently, official.) 8¹/₂ x 11 loose papers, 4 ft., in 3 drawers of wooden filing case. R. 614. (351)

139. HOSPITAL DISCIPLINARY LIST, Jan. 1921 to date. Showing name, address, claim number of patient, reason for discipline, and hospital concerned. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 1 ft. 3 in., in drawer of wooden card cabinet. R. 606. (442)

140. AUTHORIZED HOSPITALIZATION, Aug. 9, 1921 to date. Forms 2545 and 2557, data relative to physical examinations and hospitalization of veterans not entitled to compensation, showing name, address, claim number, and results of examination. Filed alphabetically. (Frequently, official.) 5 x 8 cards, and 10 x 15 folders, 30 ft. 4 in., in 16 drawers of wooden filing cases. R. 605. (348)

141. ABYSSANCE CLAIM FILE, Aug. 9, 1921 to date. Inquiries from veterans relative to eligibility for compensation, showing name and address of veteran, date, identification, and statement of disability; held pending decision. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 611. (478)

142. DENTAL CLINIC, Aug. 9, 1921 to date. Form 2570, dental examination chart and oral examination blank, showing name and address of patient, claim number, examination data, and dentist; Forms 2688, dental master cards. Filed alphabetically. (Daily, official.) 9 x 12 folders, and 5 x 8 cards, 10 ft., in 4 drawers of filing case and 2 drawers of wooden card cabinet. R. 603. (452)

143. EMERGENCY OFFICERS' RETIREMENT AWARDS, Aug. 9, 1921 to date. Data relative to retirement awards affecting emergency officers, showing names and service records of officers, and amounts of awards. Filed numerically. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 611. (456)

144. EYE CASE RECORDS, Aug. 9, 1921 to date. Eye clinic examination data concerning prescriptions for glasses and treatments administered, showing name and address of patient, service connection, claim number, and diagnosis. Filed alphabetically. 3 x 5 index, 1 ft. 6 in. (Daily, official.) 4 x 6 cards, 12 ft., in 16 drawers of wooden and metal card cabinets. R. 610. (513)

145. FOREIGN AND ALLIED MEDICAL TREATMENT RECORDS, Aug. 9, 1921 to date. Correspondence with foreign nations, principally Canada, concerning medical examinations and treatments of their veterans; also records showing names, addresses, and numbers of veterans, dates, diagnoses, and course of treatment. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 606. (443)

146. HOSPITAL ADMISSION CARD RECORDS, Aug. 9, 1921 to date. Form 2557, veterans confined in hospitals, showing names, ages, addresses, claim numbers of veterans, and names of hospitals. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in 4 drawers of wooden and metal card cabinets. R. 606. (349)

147. REHABILITATION FILE, Aug. 9, 1921 to date. Showing applications, training requested, recommended, equipment furnished, and supervisors' reports. Filed numerically. (Rarely, official.) 9 x 12 folders, 16 ft., in 8 drawers of wooden filing cases. R. 631. (439)

148. ADJUDICATION OFFICERS' RECORDS, Jan. 1924 to date. Forms 589, 674a, and 674b, concerning regulations, reports, orders, decisions, and correspondence concerning adjudication of veterans' claims. Filed alphabetically. 3 x 5 and 4 x 6 card index, 1 ft. 8 in. (Frequently, official.) 9 x 12 folders, 11 ft. 2 in., in 8 drawers of metal filing cases. R. 627. (514)

149. WORLD WAR OCCUPATIONAL EXPEDITIONS, Apr. 1924 to date. Form 2545, hospitalization and physical examination data pertaining to veterans of Spanish-American War, Philippine Insurrection, Boxer Rebellion and the World War, showing name, address, service connection of veteran, claim number, and diagnosis; Form 2557, hospital admission cards. Filed alphabetically. 5 x 8 card index, 1 ft. 6 in. (Rarely, official.) 10 x 15 folders and 5 x 8 loose papers, 45 ft. 6 in., in 24 drawers of wooden filing cases. R. 605. (352)

150. OUT-PATIENT MEDICAL TREATMENT FOLDERS, Jan. 1926 to date. Abstracts of veterans' records relative to disability and authorization for medical treatment, showing name, address, and number of veteran, disability treated, and course of treatment. Filed alphabetically. 3 x 5 card index, 2 ft. (Daily, official.) 9 x 12 folders, 40 ft., in 20 drawers of metal filing cases. R. 606. (655)

151. RATING SHEETS, Jan. 1926 to date. Form 564, veteran's rating, used for authorization of medical treatment, showing name, claim number of veteran, diagnosis, and rating. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. R. 606. (656)

152. GUARDIANSHIP FILED, Aug. 1926 to date. Forms 592, 4704, 4706, and 4720, records of incompetent veterans and their minor children under guardianship, giving names and addresses of veteran and guardian, claim number, and date; also guardianship accountings, receipts, disbursements, reports, and correspondence. Filed alphabetically. 3 x 5 card index, 2 ft. 10 in. (Daily, official.) 9 x 12 folders, 120 ft. 6 in., in 61 drawers of metal filing cases. R. 730. (449)

153. GENERAL LEGAL FILES OF CHIEF ATTORNEY, Jan. 1927 to date. Records of legal activities, names and addresses of veterans, claim numbers, causes for dispute or action, and dispositions of cases; also, commitments, field reports, and correspondence. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 7 ft., in 4 drawers of metal filing case. R. 732. (450)

154. FIDUCIARY FILES, Aug. 1930 to date. Quick reference files of sureties, guardians, and bonding companies, showing name, address, and claim number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 1 in., in 2 drawers of wooden card cabinet. R. 730. (457)

155. PROSTHETIC APPLIANCE RECORDS, May 1, 1932 to date. Forms 133a, 135b, 1252, 2529, and 3202, data relative to prosthetic appliances furnished to veterans, showing names and compensation numbers of veterans, disability ratings, types of appliances, and receipts. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 ft. 6 in., in 6 drawers of wooden card cabinet. R. 632. (1554)

156. OUT-PATIENTS SERVICE REPORTS, Jan. 1, 1932 to date. Form 2565, monthly reports of physicians on treatments of veterans outside of hospitals and regional clinic, giving classes of patients, number of patients examined and treated, dispositions of cases, and number of home and hospital visits. Filed chronologically. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 631. (334)

157. OUT-PATIENTS FEE BASIS, May 1, 1933 to date. Authorizations granted local physicians and surgeons to treat veterans who cannot contact hospitals or clinics, showing name of doctor, name and residence of patient, treatment provided, and amount of fee. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 2 in., in 4 drawers of wooden card cabinet. R. 632. (776)

158. CLAIMANTS' APPEALS, July 1933 to date. Form 670, records of appeals of veterans objecting to awards as granted, showing name, claim number, and basis of appeal; also used as a safety check record. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 1 $\frac{1}{2}$ in., in 4 drawers of wooden card cabinet. R. 617. (674)

159. TRANSFER RECORDS, Jan. 1934 to date. Form 7216, records of folders and papers temporarily removed from files, giving date, number or title, place or party to whom delivered, and date returned to files. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 2 drawers of metal card cabinet. R. 631. (445)

160. DOCTORS' AUTHORITIES, Feb. 1, 1934 to date. Form 2639, authorizations for professional services and medicine, showing names and addresses of doctors, periods of treatment, and basis for payments. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 5 in., in 3 drawers of metal filing case. R. 632. (777)

161. PENDING APPOINTMENTS OF GUARDIANS, Jan. 1, 1935 to date. Applications, awaiting court approval, for guardianship of incompetent veterans and their minor children, showing name and qualifications of guardian, necessity for guardianship, and recommendations, also name and address of veteran, and claim number. Filed alphabetically. (Daily, confidential.) 5 x 8 cards, 3 in., in drawer of wooden card cabinet. R. 730. (470)

162. BACTERIOLOGIST REPORTS, Jan. 1935 to date. Form 742, information supplied by bacteriologist relative to laboratory tests, giving name and address of veteran, claim number, and details of tests made. Filed chronologically. (Occasionally, official.) 9 x 12 papers, 1 ft., in drawer of metal filing case. R. 622. (394)

163. TRANSPORTATION RECORDS, Jan. 1935 to date. Requests for transportation, meals and lodging, and travel orders, showing name and address of traveler, claim number, authority, points of travel, and cost. Filed alphabetically. (Daily, official.) 9 x 12 folders, and 5 x 8 cards, 19 ft., in 11 drawers of wooden and metal filing cases. R. 606. (654)

164. ACCOUNT DUE CARDS, Jan. 1, 1936 to date. Data submitted annually by guardians of incompetent veterans and minors showing details of receipts and disbursements, name and address of veteran, claim number, and accounting details. Filed chronologically. (Daily, official.) 3 x 5 cards, 6 ft. 1 in., in 6 drawers of wooden card cabinets. R. 730. (462)

165. PENDING EXAMINATIONS, Jan. 1936 to date. Record of cases awaiting setting of date for physical examination or completion of previous partial examination, showing name and address of veteran, claim number, and type of disability. Filed alphabetically. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of metal filing cases. R. 606. (505)

Personnel

166. PERSONNEL RECORDS AND CORRESPONDENCE, Aug. 9, 1921 to date. Complete data on personnel, giving name, address, position, salary, period of service of employee, recommendations, complaints, and correspondence. Filed alphabetically and chronologically. 3 x 5 card index, 3 ft. 3 in. (Daily, official.) 9 x 12 folders, 24 ft., in 17 drawers of metal filing cases. R. 734. (460)

NORTHAMPTON

VETERANS' ADMINISTRATION FACILITY

- (A) Administration Bldg.
- (B) Hospital Warehouse
- (C) Hospital Garage

This Hospital was opened on April 21, 1924 for the treatment and care of veterans. It operates under a manager through the following divisions: finance, medical, supply, and utility. The records are kept safely and accessibly in wooden filing cabinets. Some dead files, 48 feet of memorandum vouchers, July 1922 - June 1932, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about them, see Series XII, The Veterans' Administration, No. 19, Maryland, p. 55.

Correspondence

167. GENERAL FILE, Apr. 25, 1924 to date. General correspondence of supply department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 7 drawers of steel filing cases. R. 102 (Bldg. A). (123)

168. MISCELLANEOUS CORRESPONDENCE, Apr. 25, 1924 to date. Of manager's office pertaining to facility activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 32 ft., in 16 drawers of metal filing cases. R. 179 (Bldg. A). (17)

169. RECORD OF CORRESPONDENCE, Oct. 13, 1924 - Dec. 31, 1933. Form 3231, record of correspondence received and its disposition. Entered chronologically. (Never.) 8 x 10 $\frac{1}{2}$ vols., 1 ft., on open wooden shelf. Basement Record Room (Bldg. A). (40)

170. CORRESPONDENCE, Aug. 1, 1931 - Dec. 31, 1931. With central office. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., on wooden shelf. Basement Record Room (Bldg. A). (41)

171. REPORTS, Sept. 1931 to date. Weekly, annual, and census reports to department of mental diseases. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Clinical Room (Bldg. A). (113)

172. CLASSIFICATION DATA, Jan. 1, 1933 to date. Secretary's minutes of staff meetings, classification lists, and Form 3400a, consolidated monthly reports of hospital activities. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Clinical Room (Bldg. A). (117)

173. REPORTS, Jan. 1, 1933 to date. Daily reports on personnel, expenses, out-patient data, and expenses of attending specialists. Filed chronologically. (Daily, official.) 11 $\frac{1}{2}$ x 17 folders, 1 ft. 6 in., in drawer of metal filing case. Clinical Room (Bldg. A). (112)

174. MISCELLANEOUS CORRESPONDENCE, Oct. 1, 1933 to date. Pertaining to property and supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. R. 175 (Bldg. A). (23)

175. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Pertaining to clinic activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Clinical Room (Bldg. A). (96)

176. INSURED MAIL RECORD, Mar. 9, 1936 to date. Showing date, names of addressor and addressee, and amount of insurance. Entered chronologically. (Daily, official.) 8 $\frac{1}{2}$ x 14 vol., 1 in., on top of wooden table. Issue Room (Bldg. A). (126)

Finance and Accounting

177. MAINTENANCE RECORDS, Jan. 16, 1924 to date. Of buildings and maintenance. Filed alphabetically. (Semimonthly, official.) 9 x 12 folders, 1 ft., on open wooden shelf. Basement Record Room (Bldg. A). (4)

178. COST ACCOUNTING REGISTERS, Jan. 1924 - June 30, 1933. Forms 602, 6502, and 6606, cost accounting records of cost of materials, supplies, salaries, repairs, and maintenance. Arranged chronologically. (Never.) 14 x 17 bundles and loose-leaf books, 10 in., on open wooden shelf and in open wooden box. Basement Record Room (Bldg. A). (166; 67)

179. PERSONAL PROPERTY RECORDS, Apr. 1, 1924 to date. Forms 2604 and 2636a; personal effects of deceased patients. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft., in wooden box. Issue Room (Bldg. A). (128)

180. CONSOLIDATED MEMORANDA RECEIPTS, Apr. 25, 1924 to date. Form 2598e, inventories of nonexpendable property charged to each building and department. Arranged alphabetically. (Daily, official.) 10 x 12 $\frac{1}{2}$ loose-leaf books, 3 ft., in 2 drawers of open wooden filing case. R. 102 (Bldg. A). (130)

181. PROPERTY RECORDS, Apr. 25, 1924 to date. Forms 1243 and 2598, records of issues of expendable and nonexpendable property to all departments, showing class and unit price of article, also distribution record. Filed numerically. (Daily, official.) 5 x 8 cards, 6 ft. 3 in., in 3 open card cabinets. R. 102 (Bldg. A). (76)

182. EXPENDABLE AND NONEXPENDABLE PROPERTY, INACTIVE, Apr. 25, 1924 to date. Forms 1243 and 2598, completed records of expendable and nonexpendable property items. Filed numerically. (Never.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 102 (Bldg. A). (174)

183. MATERIAL INDEX, Apr. 25, 1924 to date. Materials and supplies received and names of firms furnishing articles. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 102 (Bldg. A). (136)

184. ATTENDANTS' TIME RECORDS, May 1924 - June 1935. Of duty and efficiency ratings. Filed chronologically. (Never.) 8 $\frac{1}{2}$ x 11 bundles and 10 x 16 vol., 1 ft. 6 in., on open wooden shelf. Basement Record Room (Bldg. A). (171)

185. ENCUMBRANCE AND DISBURSEMENT RECORDS, May 1924 - Jan. 1925. Entered chronologically. (Never.) 10 x 16 vols., 2 in., on open wooden shelf. Basement Record Room (Bldg. A). (167)

186. PATIENTS' FUNDS, May 1924 - Dec. 31, 1928. Form 4706b, accounting form for guardians, showing name of patient, date, receipt, expenditure, and balance; also check book and bank statements. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, and 10 $\frac{1}{2}$ x 16 vols., 13 ft. 6 in., on 4 open wooden shelves. Basement Record Room (Bldg. A). (154)

187. GENERAL ACCOUNTING RECORDS, June 1924 - June 1934. Of allotments, disbursements, balances, and costs. Filed chronologically. (Occasionally, official.) 9 x 12 folders and 9 x 14 bundles, 37 ft., on 7 open wooden shelves and in 18 open wooden boxes. Basement Record Room (Bldg. A). (165)

188. GUEST MEAL REQUESTS, July 1, 1924 - June 30, 1930; Apr. 1, 1935 to date. Forms 2684, requests for meals to be served to guests and names of persons to be charged. Filed alphabetically and chronologically. (Older records, never; current records, daily; official.) 3 x 5 cards, 4 ft. 9 in., in open wooden box, and in 2 drawers of metal filing case. Basement Record Room and R. 142 (Bldg. A). (48; 90)

189. ATHLETIC ASSOCIATION ACCOUNTS, Nov. 5, 1924 - July 1, 1925. Records of athletic association funds. Filed alphabetically. (Never.) $8\frac{1}{2}$ x $11\frac{1}{2}$ envelopes, 1 in., in steel vault. R. 142 (Bldg. A). (116)

190. RECAPITULATION, AND MONTHLY OPERATION AND MAINTENANCE COST RECORDS OF VEHICLE, Mar. 1, 1926 to date. Construction Form 1245, showing date, make, type and number of vehicle, total repair work performed, parts used, and total mileage. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in desk drawer. Office (Bldg. C). (88)

191. SALARY RECORD CARDS, July 1, 1926 - June 30, 1933. Form 993, showing name, age, classification of employee, period covered, amount earned, deductions, and net amount. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 ft., in open wooden box. Basement Record Room (Bldg. A). (145)

192. PURCHASE ORDERS, July 1, 1926 - June 30, 1933; July 1, 1934 to date. Showing date, vendor, description, quantity, and price of article purchased. Filed numerically and alphabetically. (Older records, rarely; current records, daily; official.) 8 x $10\frac{1}{2}$ vols., and 9 x 12 folders, 5 ft., on open wooden shelf and in 2 drawers of metal filing case. Basement Record Room and R. 102 (Bldg. A). (42; 131)

193. ALLOTMENTS AND REQUISITIONS, July 1, 1927 - June 30, 1928. Forms 3235, records of allotments and requisitions for materials and equipment. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., 9 in., on open wooden shelf. Basement Record Room (Bldg. A). (3)

194. REQUISITIONS AND AUTHORIZATIONS, July 1, 1927 - June 30, 1929. Form 2675, requests for necessities for patients' health and comfort, with authorizations for purchases of same, giving date, name of patient, article desired or needed, cost, and total amount to be expended. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., on open wooden shelf. Basement Record Room (Bldg. A). (2)

195. FIELD SERVICE RECEIPTS, Jan. 2, 1928 to date. Forms 1001 and 1028, receipts given for patients' funds. Arranged numerically. (Daily, official.) 3 x 8 loose-leaf books, 7 ft. 4 in., in 3 metal cabinets, in drawer of metal filing case, and in steel vault. R. 142 (Bldg. A). (83)

196. RECORDS OF CERTIFICATES OF DEPOSITS, Aug. 1, 1928 - Dec. 1, 1934. Certificates covering deposits of funds owned by patients. Arranged chronologically. (Never.) 9 x 12 loose-leaf books, 1 ft., in open wooden box. Basement Record Room (Bldg. A). (46)

197. LEDGER ACCOUNTS OF PATIENTS' FUNDS, Jan. 1, 1929 to date. Form 1083, showing receipts, expenditures, and balances. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ cards, 4 ft. 1 in., in 3 drawers of metal filing case. R. 142 (Bldg. A). (105; 84)
198. LIST OF INSTITUTIONAL AWARDS FOR THE BOSTON REGIONAL OFFICE, June 1, 1929 - Dec. 1, 1930; Jan. 31, 1934 to date. Forms 1001 and 1012, schedules of military and naval compensation payments by disbursing agent at Boston to various patients. Filed numerically and chronologically. (Older records, never; current records, daily; official.) 14 x 16 $\frac{1}{2}$ and 11 x 17 loose-leaf books, 6 in., in open wooden box and in drawer of metal filing case. Basement Record Room and R. 142 (Bldg. A). (70; 82)
199. CONTRACTS, July 1, 1929 to date. Forms 33 and 1036, contracts for supplies, materials, and services. Filed alphabetically. (Older records, never; current records, daily; official.) 9 x 12 folders, 15 ft. 6 in., on 5 wooden shelves and in drawer of metal filing case. Basement Record Room and R. 102 (Bldg. A). (151; 132)
200. CONSOLIDATED MONTHLY REPORTS OF HOSPITAL ACTIVITIES, Nov. 19, 1929 - June 30, 1932; July 31, 1932 to date. Forms 6634 and 6634a, consolidated financial reports, showing receipts from farm produce and other sources; expenditures for food, salaries, fuel, light, and repairs; costs per meal for patients and employees. Arranged chronologically. (Older records, never; current records, daily; official.) 14 x 17 loose-leaf books, 6 in., in open wooden box and in steel vault. Basement Record Room and R. 142 (Bldg. A). (71; 115)
201. STANDARD INVENTORIES, Nov. 1929 - Nov. 1930. Monthly inventories of nonexpendable property. Filed chronologically. (Never.) 9 x 12 folders, 6 in., on wooden shelf. Basement Record Room (Bldg. A). (150)
202. REQUISITIONS, Jan. 1, 1930 - Jan. 15, 1934. Forms 6002b and 3213, requisitions for supplies for maintenance and repairs, also pertinent correspondence. Filed numerically and chronologically. (Rarely, official.) 9 x 12 folders, and 8 x 11 $\frac{1}{2}$ bundles, 5 ft., on open wooden shelf. Basement Record Room (Bldg. A). (169; 36)
203. LISTS OF INSTITUTIONAL AWARDS, Mar. 1, 1930 - Jan. 1, 1934. Payment vouchers covering disability compensation awards to patients treated at facility, showing name and address of veteran, character, and amount of expenditure. Entered chronologically. (Never.) 11 x 17 $\frac{1}{2}$ vols., 6 in., in open wooden box. Basement Record Room (Bldg. A). (60)
204. INVOICES AND RECEIPTS, Mar. 11, 1930 - Jan. 1, 1931; June 1934 to date. Forms 135a and 135b, vouchered invoices and receipts for facility purchases. Filed chronologically and numerically. (Older records, never; current records, monthly; official.) 8 x 10 $\frac{1}{2}$ sheets and 9 x 12 folders, 3 ft. 6 in., on 2 wooden shelves. Basement Record Room (Bldg. A). (26; 32)

205. PATIENTS' FUNDS, June 1, 1930 - Dec. 17, 1932. Schedules of collections and receipts for funds credited to patients, giving names of departments and offices, periods covered, dates received, names of remitters, purposes, amounts, and how credited. Arranged chronologically. (Never.) $8\frac{1}{2}$ x 11 loose-leaf books, 1 ft. 4 in., in open wooden box. Basement Record Room (Bldg. A). (57)

206. COMPLETED SCHEDULES OF DISBURSEMENTS AND MISCELLANEOUS CORRESPONDENCE, July 1, 1930 to date. Completed lists of disbursements, and miscellaneous correspondence pertaining to contracts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 142 (Bldg. A). (108)

207. CORRESPONDENCE AND PURCHASE ORDERS, Sept. 11, 1930 - Apr. 30, 1933. With contracting firms. Filed chronologically. (Never.) 8 x $11\frac{1}{2}$ bundles, 3 ft., on wooden shelf. Basement Record Room (Bldg. A). (37)

208. PROPERTY INVOICES AND RECEIPTS, Oct. 25, 1930 - Apr. 5, 1932; Jan. 1, 1935 to date. Forms 134a, combination forms containing invoices, receipts, packers' lists, and shipping tickets for supplies and materials received from Veterans' Administration supply depots. Filed chronologically. (Older records, never; current records, daily; official.) 9 x 12 bundles and folders, 1 ft. 6 in., on wooden shelf and in drawer of wooden filing case. Basement Record Room and Supply Office (Bldgs. A and B). (153; 99)

209. PROPERTY RECORD CARDS, 1930 - 1931. Forms 1243, records and inventories of nonexpendable property. Filed numerically. (Never.) 5 x 8 cards, 1 ft., on wooden shelf. Basement Record Room (Bldg. A). (43)

210. EXPENDITURE SCHEDULES AND PURCHASE ORDERS, PATIENTS' FUNDS, Feb. 2 - July 2, 1931; Jan. 1, 1934 - Dec. 28, 1935. Forms 2696h, necessities purchased for patients from their own funds, showing date, description, quantity, cost of article, and amount expended. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ bundles, 3 ft., on open wooden shelf. Basement Record Room (Bldg. A). (5)

211. JOURNAL ENTRIES, Feb. 5, 1931 - Dec. 31, 1934. Form 3212, record of journal entries pertaining to expenses of all departments. This record is now kept on Form 1015a. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols., 1 in., in steel vault. R. 142. (85)

212. FIELD SERVICE RECEIPTS, Mar. 3, 1931 - Jan. 5, 1935; Mar. 1, 1935 - Oct. 30, 1935. Form 1028, receipt for patient's funds, showing patient's name, date and amount received, and disposition of funds. Filed chronologically. (Never.) 4 x 8 bundles, 9 in., on open wooden shelf. Basement Record Room (Bldg. A). (12;9)

213. VOUCHERS, Mar. 1931 to date. Forms 134a and 135a, property vouchers, invoices, and receipts for purchases of equipment, materials, supplies, and services. Filed numerically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. R. 175 (Bldg. A). (22)

214. ISSUE SLIPS, July 1, 1931 - June 30, 1932. Form 2598, records of supplies issued to wards. Filed chronologically. (Never.) $3\frac{3}{4}$ x 8 bundles, 3 ft., on open wooden shelf. Basement Record Room (Bldg. A). (147)

215. VOUCHER MEMORANDA, July 1, 1931 - June 30, 1932. Forms 33, 36, 135b, 1034a, 1036, and 1252, memorandum vouchers, statements and certificates of award, and invoices and receipts on contracts and purchases of materials, supplies, and equipment. Filed chronologically. (Never.) 9 x 12 folders, 4 ft., in closed wooden box. Basement Record Room (Bldg. A). (54)

216. CONSOLIDATED MONTHLY REPORTS OF BUDGET ACTIVITIES, July 1, 1931 - June 30, 1934. Form 6620, itemized monthly reports of expenditures for all facility purposes, showing total allotment, total and net encumbrances, unencumbered balances. Arranged chronologically. (Never.) $14\frac{1}{2}$ x $17\frac{1}{2}$ loose-leaf books, 2 in., in open wooden box. Basement Record Room (Bldg. A). (56)

217. PATIENTS' FUNDS, July 1, 1931 - June 30, 1932; July 1, 1933 - Dec. 31, 1934. Forms 1048 and 2675, memorandum vouchers for patients' funds, showing depositor, date, amount of deposit, how expended, balance, disposition; also, requisitions from veterans showing name of veteran and article requested. Filed chronologically. (Never.) 9 x 12 folders, 6 ft., on enclosed wooden shelf and in enclosed wooden box. Basement Record Room (Bldg. A). (61; 33)

218. PAY ROLLS AND PAY ROLL COPIES, July 1, 1931 - Dec. 1, 1934; Jan. 1, 1935 to date. Standard Forms 1013b and 1013c, memorandum pay rolls of hospital personnel, showing name, grade, rate of pay, total salary of employee, deductions, and net amount paid. Filed chronologically. (Older records, rarely; current records, daily; official.) 9 x 12 folders, 3 ft., in closed wooden box, on closed wooden shelf, and in drawer of metal filing case. Basement Record Room (Bldg. A). (65; 30; 73)

219. PROPERTY INVENTORIES, Feb. 1, 1932 - Oct. 1, 1934. Form 2598, monthly inventories of nonexpendable property issued to wards and departments. Arranged numerically. (Never.) 10 x $12\frac{1}{2}$ loose-leaf books, 2 ft. 1 in., in wooden box. Basement Record Room (Bldg. A). (38)

220. REGISTER OF ALLOTMENT LEDGER TRANSACTIONS, June 30, 1932 - June 30, 1934; July 1, 1935 to date. Form 1017c, record of vouchers, allotments, and disbursements for supplies, materials, equipment, and services. Filed chronologically. (Older records, never; current records, daily; official.) 14 x 17 loose-leaf books, 9 in., in open wooden box and in steel vault. Basement Record Room and R. 142 (Bldg. A). (53; 81)

221. CORRESPONDENCE AND CONTRACTS, July 1, 1932 - June 30, 1933. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft., in open wooden box. Basement Record Room (Bldg. A). (55)

222. MEMORANDUM VOUCHERS, July 1, 1932 - June 30, 1933. Forms 135b, 1033, 1034a, and 1036, memorandum copies of public vouchers for purchases of supplies, materials, and services. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft., on 2 closed wooden shelves. Basement Record Room (Bldg. A). (28)

223. VOUCHER CARDS, July 1, 1932 - June 30, 1933. Form 1039, statements covering advance of funds for purchases of materials and for labor. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft. 8 in., in open wooden box. Basement Record Room (Bldg. A). (162)

224. SCHEDULE OF DISBURSEMENTS, July 1, 1932 - Nov. 30, 1934. Form 1025, voucher disbursements on contracts for supplies, materials, equipment, and services, showing department or bureau, name and title of disbursing officer, appropriation fund used, voucher number, name of payee, and total amount paid. Arranged chronologically. (Never.) 8 $\frac{1}{2}$ x 14 loose-leaf books, 6 in., in 2 open wooden boxes and in steel vault. Basement Record Room and R. 142 (Bldg. A). (50; 69; 78)

225. CONSOLIDATED MONTHLY REPORTS, July 1, 1932 to date. Form 6620, consolidated reports of budget activities covering all expenditures, total allotments, total encumbrances, net encumbrances, and unencumbered balances. Arranged chronologically. (Daily, official.) 14 x 17 loose-leaf books, 2 in., in steel vault. R. 142 (Bldg. A). (92)

226. TELEPHONE RECORDS, July 1, 1932 - July 1, 1933; Nov. 6, 1933 to date. Forms 36 and 95-12, record of telephone calls, toll charges and to whom billed. Filed chronologically. (Older records, never; current records, daily; official.) 5 $\frac{1}{2}$ x 8 bundles, 8 x 10 $\frac{1}{2}$ and 9 x 12 envelopes, 10 ft. 4 in., on 2 open wooden shelves, in 2 open wooden boxes, and in drawer of metal filing case in steel vault. Basement Record Room and R. 142 (Bldg. A). (1; 160; 103; 51; 104)

227. EXPENDITURE LISTS, Sept. 1, 1932 - Dec. 1, 1933. Form 1378, expenditure lists of supplies on hand. Arranged chronologically. (Never.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 9 in., on open wooden shelf. Basement Record Room (Bldg. A). (39)

228. CLOTHING RECORDS, Aug. 1, 1932 to date. Forms 2596a and 2686, applications for repair and issuance of clothing to patients; also inventories and purchases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in 7 drawers of metal filing cases. Issue Room (Bldg. A). (100)

229. ISSUE LISTS OF EXPENDABLE PROPERTY, Oct. 1932 - Aug. 1934; Aug. 1, 1936 to date. Forms 137a, 2593g, and lists of expendable property issued to different wards and departments. Filed chronologically. (Older records, never; current records, daily; official.) 8 $\frac{1}{2}$ x 11 bundles and loose-leaf books, 1 ft. 8 in., on open wooden shelf and on top of table. Basement Record Room and Supply Office (Bldgs. A and B). (10; 79)

230. PATIENTS' ACCOUNTS, Dec. 1932 - Dec. 1933; Nov. 1, 1935 to date. Forms 2675, requisitions from patients for articles to be charged to their accounts, showing date, name of patient, articles purchased, amount of charges. Filed alphabetically. (Older records, occasionally; current records, daily; official.) 8 x 10 $\frac{1}{2}$ loose papers and 9 x 12 folders, 32 ft., in 16 drawers of metal filing cases. Basement Record Room and R. 142 (Bldg. A). (141; 75)

231. VOUCHERS PAID IN CENTRAL OFFICE AT WASHINGTON, D.C., June 28, 1933 - June 14, 1934. Forms 493 and 1034a, voucher records of disbursements through Washington headquarters, also letters concerning liquidation of such encumbrances. Filed chronologically. (Never.) 9 x 12 folders, 3 in., in open wooden box. Basement Record Room (Bldg. A). (59)

232. MAINTENANCE AND REPAIR REQUESTS, June 30, 1933 to date. Form 6002b, requests for supplies, materials, equipment, and services used in repairs and maintenance work. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 102 (Bldg. A). (124)

233. PUBLIC VOUCHERS, July 1, 1933 - June 30, 1934; July 1, 1935 to date. Forms 1034 and 1034a, vouchers for payments on contracts for supplies, materials, equipment, and services. Filed alphabetically. (Daily, official.) 9 x 12 folders, 15 ft., on closed wooden shelf and in 7 drawers of metal filing cases in vault. Basement Record Room and R. 142 (Bldg. A). (31; 120)

234. ALLOTMENT LEDGER, July 1, 1933 to date. Form 1015a, record of allotments and disbursements for supplies, materials, equipment and services, showing itemized accounting, previous balance, voucher number, encumbrances, allotment, and unencumbered balance. Arranged chronologically and alphabetically. (Daily, official.) 10 $\frac{1}{2}$ x 15 $\frac{1}{2}$ bundles and 11 x 16 loose-leaf books, 2 ft. 8 in., in open wooden box, on top of table, and in steel vault. Basement Record Room and R. 142 (Bldg. A). (72; 94)

235. REGISTER OF STOREHOUSE ISSUES, July 1, 1933 to date. Form 6502, record of storehouse issues of supplies and materials. Arranged chronologically. (Daily, official.) 15 x 17 $\frac{1}{2}$ loose-leaf books, 3 ft., in steel vault. R. 142 (Bldg. A). (95)

236. PERSONNEL JOURNAL, July 3, 1933 to date. Form 4, showing employee, department, entry number, position held, and salary. Filed chronologically. (Daily, official.) 12 x 19 loose-leaf book, 2 in., on metal shelf in vault. R. 142 (Bldg. A). (121)

237. ACCOUNTS OF SALES OR COLLECTIONS, Sept. 1, 1933 - Sept. 1, 1934. Form 1216, cash received for meals, garage rents, and other sources, giving date of sale, quantity, book value of article, name of purchaser, and amount received. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 3 in., in open wooden box. Basement Record Room (Bldg. A). (68)

238. PATIENTS' REQUISITIONS, Dec. 19, 1933 - June 9, 1935. Form 2675, requisitions for withdrawals of patients' funds, showing name of patient, claim number, list of articles purchased, and total amount of cash. Filed chronologically. (Never.) 9 x 12 folders, 3 ft., in closed wooden box. Basement Record Room (Bldg. A). (63)

239. COMPLETED PROCUREMENT INSTRUMENTS, Jan. 1 - June 30, 1934. Forms 134a, 134b, and 3211, completed papers used in procuring supplies, materials, and equipment. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 6 in., in open wooden box. Basement Record Room (Bldg. A). (64)

240. COST RECORDS, Jan. 1 - Dec. 1, 1934. Forms 136, 138, and 1034a, records of cost of supplies, materials, and services. Filed chronologically. (Never.) 9 $\frac{1}{2}$ x 15 envelopes, 2 ft. 6 in., in open wooden box. Basement Record Room (Bldg. A). (49)

241. SCHEDULES OF COLLECTIONS, Jan. 1, 1934 - Sept. 29, 1935. Form 1034, funds received by chief disbursing agent at Boston and credited to patients at Facility. Filed chronologically. (Never.) 9 x 14 envelopes, 3 in., in open wooden box. Basement Record Room (Bldg. A). (45)

242. COST STATEMENTS, Jan. 1, 1934 to date. Forms 2612, 2634, and 3229a, records of cost of physiotherapy, occupational therapy, and dental services. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., on open wooden shelf. Basement Record Room (Bldg. A). (138)

243. OVERAGES AND SHORTAGES, Feb. 1, 1934 to date. Forms 25sa, 2595b, and 9573, overages and shortages on monthly property inventories. Filed numerically. (Monthly, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 102 (Bldg. A). (135)

244. MATERIAL REQUESTS, June 1, 1934 - July 1, 1935. Requests to various firms for quotations on materials listed. Filed alphabetically. (Seminmonthly, official.) 9 x 12 folders, 3 ft., on open wooden shelf. Basement Record Room (Bldg. A). (11)

245. BIDS AND CONTRACTS, June 1, 1934 to date. Forms 33, 36, and 1036, proposals, bids, and contracts for supplies, materials, and equipment. Filed chronologically. (Older records, rarely; current records, daily; official.) 9 x 12 folders, 16 ft. 6 in., on 3 open wooden shelves and in 4 drawers of metal filing case. Basement Record Room (Bldg. A). (8; 133)

246. APPROPRIATIONS AND VOUCHERS, July 1, 1934 - June 30, 1935. Filed alphabetically. (Never.) 9 x 12 folders, 8 ft., in closed wooden box. Basement Record Room (Bldg. A). (47)

247. FUNDS, Dec. 1, 1934 to date. Form 1014m, disbursing office ledger of funds handled through accountant's office. Arranged alphabetically. (Daily, official.) 11 x 17 loose-leaf book, 2 in., on wooden table. R. 142 (Bldg. A). (91)

248. VOUCHERS, EXPENDITURE SCHEDULES AND PURCHASE ORDERS, Jan. 1, 1935 to date. Standard Form 1048 and Form 4696, vouchers for funds to patients; also, expenditure schedules and purchases. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 142 (Bldg. A). (93)

249. VOUCHERS AND INVOICES, Feb. 1, 1935 to date. Forms 134a, 136, 138, and 1012a, monthly records of vouchers, invoices, and property. Filed chronologically. (Daily, official.) 10 x 14 envelopes, 2 ft., in steel vault. R. 142 (Bldg. A). (80)

250. SCHEDULES OF DISBURSEMENTS, COLLECTIONS, AND ACCOUNTINGS, Mar. 1, 1935 to date. Forms 1044 and 1064, records of disbursements, collections, and requested accountings of patients' funds. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 142 (Bldg. A). (89)

251. PERSONAL FUNDS OF PATIENTS, July 1, 1935 to date. Form 1014m, ledger record of receipts and disbursements of patients' personal funds. Entered chronologically. (Daily, official.) 11 x 17 vol., 1 in., on top of table. R. 142 (Bldg. A). (107)

252. CURRENT MONTHLY ISSUE SLIPS, Sept. 1, 1935 to date. Forms 95-35, 137a, 2218, 3212, and 3229, concerning cover sheets and work orders for materials, equipment, and services. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 102 (Bldg. A). (134)

253. CLOTHING CARDS, Feb. 11, 1936 to date. Form 2604, perpetual inventories of patients' clothing. Filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ cards, 6 in., in drawer of wooden filing case. Issue Room (Bldg. A). (119)

254. PROPERTY RECORDS, Apr. 1, 1936 to date. Forms 65-44 and VA 6002d, requests for supplies, materials, equipment, and services. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Office (Bldg. B). (98)

255. INVOICES AND CORRESPONDENCE, July 1, 1936 to date. Invoices and miscellaneous correspondence pertaining to supplies, equipment, materials, and services. Filed chronologically. (Daily, official.) 11 x 12 envelopes, 1 ft., in drawer of metal filing case. Supply Office (Bldg. B). (101)

256. QUOTATION LETTERS AND SPECIAL ORDERS FOR PATIENTS' PURCHASES, July 1, 1936 to date. Forms 135a and 138, quotation letters, orders for supplies and articles to be purchased out of patients' funds, giving names and claim numbers of veterans, descriptions and costs of articles or supplies furnished. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 102 (Bldg. A). (129)

257. REPAIR RECORDS, Aug. 1, 1936 to date. Form 1283, repairs on motor vehicles, showing date, number, make, and type of vehicle, parts used, kind, and cost of work performed. Filed chronologically. (Daily, official.) 8 x 11 folders, 1 in., in desk drawer. Office (Bldg. C). (74)

258. TRANSPORTATION RECORDS, Aug. 1, 1936 to date. Form 1281, daily service records of vehicles, showing driver's name, number, make, and type of vehicle, number of trips made, mileage covered, and date. Arranged numerically. (Daily, official.) 8 x 11 loose-leaves, 1 in., on wooden files. Office (Bldg. C). (122)

Functional Records

259. PATIENTS' RECORDS, Apr. 24, 1924 to date. Location of patients in different wards. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in wooden card cabinet. Issue Room (Bldg. A). (118)

260. COURT COMMITMENT PAPERS, Apr. 25, 1924 to date. Patients' legal commitment papers, showing name of patient, date, reason for committal, and place sent. Arranged numerically. (Daily, official.) 3 x 8 $\frac{1}{2}$ folded sheets, 12 ft., in 2 drawers of metal filing case. R. 147 (Bldg. A). (21)

261. DAY BOOK, Apr. 25, 1924 to date. Form 3235, daily census reports, showing date, number patients admitted, discharged, and remaining. Entered chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 4 in., in wooden stock cabinet. Clinical Room (Bldg. A). (114)

262. MASTER CARDS, Apr. 25, 1924 to date. Form 2593, statistical information concerning patients, showing name, class, claim number of veteran, name of institution, diagnosis in order of severity of disability, operations, and disposition. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of metal card cabinet. R. 147 (Bldg. A). (18)

263. ROSTER CARDS, Apr. 25, 1924 to date. Records of diseases and number of patients afflicted with each. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in 2 drawers of metal card cabinet. R. 147 (Bldg. A). (15)

264. SOCIAL SERVICE RECORDS, Apr. 25, 1924 to date. Patients' case histories compiled for clinical purposes. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of metal filing cases. R. 105 (Bldg. A). (16)

265. STATUS CARDS, Apr. 25, 1924 to date. Patients' compensation status determined by war services, showing patient, service record, disability, and amount of compensation. Filed numerically and alphabetically. (Daily, official.) 3 x 5 cards, 11 in., in wooden card cabinet. R. 147 (Bldg. A). (24)

266. RECORD OF PERSONAL BELONGINGS, May 1924 - June 1935. Form 95-64, personal belongings of patients in hospital, showing date, name of patient, description and disposition of belongings. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 10 ft. 6 in., in 7 open wooden boxes. Basement Record Room (Bldg. A). (163)

267. LABORATORY FINDINGS, May 1924 to date. Report of laboratory findings as to blood, urine, and sputum tests. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 4 drawers of wooden card cabinet. X-ray Laboratory (Bldg. A). (142)

268. RECORDS OF PATIENTS, May 1924 to date. Clinical records of patients, showing name, age, address of patient, date, service record, and diagnosis. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 108 ft., in 54 drawers of metal filing cases. Basement Record Room (Bldg. A). (144)

269. TELEPHONE SERVICE RECORD OF PATIENTS DISCHARGED FROM HOSPITAL, May 1924 to date. Showing name of patient, date, and time of discharge. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of wooden card cabinet. Basement Record Room (Bldg. A). (173)

270. TELEPHONE SERVICE, REGISTRY OF PATIENTS, ACTIVE, May 1924 to date. Telephone office records of patients and their guardians, showing name of patient, name of guardian and number of inward and outward calls. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. Basement Record Room (Bldg. A). (172)

271. CLINICAL RECORDS, June 1, 1924 to date. Forms A-85, 564, and 2614, diagnosis and clinical treatments of patients, showing name of patient, date, disease indicated, and treatment. Filed numerically. 3 x 5 card index, 6 ft. (Daily, official.) 9 x 12 folders, 51 ft., in 25 drawers of metal filing cases. Clinical Room (Bldg. A). (102)

272. MASTER CARDS, June 1924 to date. Forms 2593, brief records of diagnoses of cases, giving name, class, claim number of veteran, name of institution, diagnosis in order of severity, operations, and disposition. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft., in 2 drawers of metal card cabinet. Clinical Room (Bldg. A). (97)

273. CLINICAL RECORDS OF DISCHARGED PATIENTS, 1924 to date. Showing name and claim number of patient, date admitted, and date discharged. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Clinical Room (Bldg. A). (109)

274. APPRAISERS' LISTS, OCCUPATIONAL THERAPY SERVICE, July 1, 1928 - June 30, 1929. Form 2958, appraisers' lists of articles made by patients in occupational therapy, showing name of patient, cost of material, and appraised value of finished article. Arranged chronologically. (Never.) 8 x 11¹/₂ loose-leaf books, 10 in., on wooden shelf. Basement Record Room (Bldg. A). (7)

275. RECEIPTS FOR ARTICLES, July 1, 1928 - June 30, 1929. Form 2578, receipts for articles made by patients in occupational therapy, showing name of patient, description, and disposition of article. Filed numerically. (Never.) 5 x 8 bundles, 2 ft., on open wooden shelf. Basement Record Room (Bldg. A). (106)

276. WASSERMANN AND OPHTHALMOLOGICAL REPORTS, Aug. 1928 to date. Reports of blood tests and examinations of eyes, giving name and claim number of patient, and date, and disease indicated. Filed alphabetically. (Biweekly, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of wooden card cabinet. Clinical Room (Bldg. A). (111)

277. MATERIAL ISSUE SLIPS AND RECEIPTS FOR ARTICLES, Nov. 19, 1929 - June 1, 1932. Form 2588, articles made by patients in occupational therapy, showing materials issued, cost, type, and disposition of article made. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft. 6 in., on wooden shelf. Basement Record Room (Bldg. A). (29)

278. MONTHLY CENSUS REPORTS, Jan. 1, 1931 to date. Form 2601, showing numbers and names of patients, and nature of disabilities. Filed chronologically. (Daily, official.) 12 x 14 folders, 3 in., in wooden stock cabinet. R. 147 (Bldg. A). (14)

279. DAILY WARD REPORTS, Oct. 1931 - Sept. 1934. Forms 3216, 3233, 3234, 3235, and 3236, showing descriptions of various activities, general conditions of patients, number of beds occupied, new patients admitted, patients discharged, and names of nurses on duty. Entered chronologically. (Never.) 5 x 8 vols., 14 ft., on 4 open wooden shelves. Basement Record Room (Bldg. A). (140)

280. NURSES' DAY AND NIGHT REPORTS, Jan. 1, 1932 to date. Forms 25-24, and 95-24, showing date, time of day, services required and rendered. Filed chronologically. (Older records, never; current records, daily; official.) 9 x 12 folders and 8 x 10 $\frac{1}{2}$ vols., 21 ft. 3 in., in 10 open wooden boxes, and in drawer of metal filing case. Basement Record Room and Clinical Room (Bldg. A). (139; 62; 155; 87)

281. PHYSIOTHERAPY RECORDS, June 1932 - Sept. 1935. Forms 2581 and 2611, showing name, claim number of patient, date, type, and number of treatments. Filed alphabetically. (Occasionally, official.) 3 x 5 and 8 x 10 bundles, 4 ft. 2 in., in open wooden boxes. Basement Record Room (Bldg. A). (170)

282. DAY SLIPS, Sept. 1, 1932 - Dec. 31, 1933. Record of patients' leaves, passes, and transfers, giving name of patient, date, time of day, and destination of patient. Arranged chronologically. (Never.) 6 x 8 loose-leaf books, 2 in., in open wooden box. Basement Record Room (Bldg. A). (52)

283. LABORATORY EXAMINATIONS, Jan. 1, 1934 - Dec. 31, 1935. Medical Form 126-41, laboratory findings resulting from examination of blood, sputum, and cultures. Filed chronologically. (Never.) 9 x 12 folders, 4 ft., in open wooden box. Basement Record Room (Bldg. A). (66)

284. RECORDS OF PATIENTS EXAMINED, Feb. 1, 1934 to date. With findings of examinations, showing name, age, address, and claim number of patient, and date of examination. Entered numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 3 in., on desk. X-ray Office (Bldg. A). (153)

285. NARCOTIC RECORDS, June 30, 1934 to date. Daily record of narcotics used and on hand in each ward. Filed chronologically. (Never.) 9 x 12 folders, 1 ft., in wooden box. Basement Record Room (Bldg. A). (152)

286. ELECTROCARDIOGRAM RECORDS, Dec. 1934 to date. Records of patients' heart actions and conditions. Filed numerically. 8 x 10 $\frac{1}{2}$ vol. index, 1 in. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft., in drawer of metal filing case. X-ray Office (Bldg. A). (143)

287. DAILY PROGRESS REPORT CARDS, Jan. 1 - Dec. 31, 1935. Forms 2611, daily reports showing progress of patients. Filed alphabetically. (Never.) 3 x 5 bundles, 4 ft., on 2 open wooden shelves. Basement Record Room (Bldg. A). (157)

288. OUT-PATIENT REPORTS, Jan. 1 - Dec. 31, 1935. Showing date, name of patient, physical and mental condition, and findings of examination. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in open wooden box. Basement Record Room (Bldg. A). (146)

289. PRESCRIPTIONS, Jan. 1 - Dec. 31, 1935. Given to patients, showing date, prescription formula, directions for use, and doctor's signature. Filed chronologically. (Never.) 4 x 5 $\frac{1}{2}$ cards, 1 ft. 6 in., in open pasteboard box. Basement Record Room (Bldg. A). (137)

290. CLINICAL RECORDS, Jan. 1, 1935 to date. Forms 2614h, results of X-ray examinations, showing name of patient, date of examination, and findings. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. X-ray Office (Bldg. A). (148)

291. ADMISSIONS, Jan. 2, 1935 to date. Daily record of patients admitted to hospital. Entered chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 2 in., on top of desk. R. 147 (Bldg. A). (13)

292. ROLL CALL BOOK, Oct. 26, 1935 to date. Daily roll call of patients in ward 7. Entered chronologically. (Never.) 8 $\frac{1}{2}$ x 14 vol., 1 in., in open wooden box. Basement Record Room (Bldg. A). (44)

293. REGISTER OF VISITORS AND PASSES, Nov. 1, 1935 - Jan. 2, 1936. Record of visitors and passes issued, showing name of visitor, patient, and ward location. Filed chronologically. (Never.) 5 x 8 cards, 4 ft. 3 in., in open wooden box. Basement Record Room (Bldg. A). (164)

294. CLINICAL RECORDS, Jan. 1, 1936 to date. Medical Forms 2614i, 2545, and 2565, records of diagnoses and clinical treatments of out-patients, showing name, claim number of veteran, date, diagnosis, and treatment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Clinical Room (Bldg. A). (110)

295. CLINICAL LABORATORY RECORDS, Jan. 1, 1936 to date. Medical Form 2614, showing examinations of blood, urine and sputum. Filed chronologically. (Daily, official.) 9 x 12 bundles, 1 ft., in drawer of wooden filing case. Laboratory (Bldg. A). (149)

296. RECORD OF WARD SERVICE, Apr. 8, 1936 to date. Forms 95-119 and 500, services performed in various wards, showing names of patients, services and time rendered. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Clinical Room (Bldg. A). (77)

297. OPERATIONS, July 1, 1936 to date. Form 3233, operations performed by attending specialists, showing name of patient, date, nature and time of operation, condition of patient, and name of doctor. Entered chronologically. (Daily, official.) 4 x 6 $\frac{3}{4}$ vol., 1 in., on top of desk. R. 147 (Bldg. A). (19)

Miscellaneous

298. INDEX, Apr. 24, 1924 to date. To all blank forms, listing numbers and titles of forms. Filed numerically. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. Issue Room (Bldg. A). (127)

299. KEY INDEX, Apr. 25, 1924 to date. To all keys of Facility. Filed numerically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden cabinet. R. 102 (Bldg. A). (86)

300. FIRE AND POLICE PROTECTION REPORTS, Mar. 1, 1926 to date. Form 6012, monthly reports concerning fire and police protection at hospital, showing date, number of men on duty, number of hours of duty, and reports made. Arranged chronologically. (Monthly, official.) 9 x 12. loose-leaf book, 1 in., in desk drawer. Office (Bldg. C). (125)

301. INSPECTION CERTIFICATES, Feb. 1927 - Oct. 1933. Forms 48, certificates of inspection of meat, egg, and milk products. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., on open wooden shelf. Basement Record Room (Bldg. A). (159)

302. GATE PASSES, Jan. 1 - Dec. 1, 1931; Apr. 19 - Oct. 25, 1935. Form 3204, records of gate passes issued to doctors and employees, showing name of person, division, date of and reason for departure, and time checked out and in. Filed chronologically. (Never.) 3 x 5 bundles and loose sheets, 1 ft. 1 in., on open wooden shelf and on closed wooden shelf. Basement Record Room (Bldg. A). (25; 6)

303. RECORDS OF THE OFFICER OF THE DAY, Nov. 16, 1933 - Feb. 4, 1935. Entered chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ vols., 1 in., in open wooden box. Basement Record Room (Bldg. A). (27)

304. BUILDING PLANS, no date. Blueprints and plans of Facility buildings. Filed numerically. (Monthly, official.) 3 x 36 rolls, 7 ft., on wooden rack. Basement Record Room (Bldg. A). (34)

Personnel

305. PERSONNEL RECORDS, Apr. 1924 - Sept. 1932. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft., on 2 open wooden shelves. Basement Record Room (Bldg. A). (161)

306. SERVICE RECORDS, Apr. 25, 1924 to date. Forms 7 and 3235, personnel service and leave records, showing name, place and date of birth, residence of employee, government service record, and qualifications. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in 2 drawers of wooden card cabinet. R. 147 (Bldg. A). (20)

307. APPLICATIONS FOR LEAVES OF ABSENCE, July 1, 1932 - Dec. 31, 1934. Forms 3227, requests by employees for leaves of absence, giving station, division, location; name of employee, period of time requested, cause for absence, whether sick or on leave, and whether with or without pay. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, and 10 x 12 bundles, 2 ft. 6 in., on closed wooden shelf and on open wooden shelf. Basement Record Room (Bldg. A). (35; 168)

308. DAILY LISTS OF ABSENTEES, July 1, 1933 - Oct. 1, 1935. Form 3205, showing name of employee, time of arrival, period of time for which excused, and remarks. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ sheets, 2 ft. 6 in., on open wooden shelf. Basement Record Room (Bldg. A). (58)

309. APPLICATIONS FOR POSITIONS, Jan. 1934 - July 1935. Name, age, address of applicant, qualifications for position, and education. Filed chronologically. (Occasionally, official.) 10 x 12 bundles, 6 in., on open wooden shelf. Basement Record Room (Bldg. A). (156)

Photographic Collection

310. X-RAY NEGATIVES OF PATIENTS AT THIS HOSPITAL. X-ray negatives (18,400), in vault. 3 x 5 card index, 2 ft. Basement. (P-305)

311. LANTERN-SLIDE PLATES OF HOSPITAL BUILDINGS AND GROUNDS. Lantern-slide negatives (48), in vault. X-ray room. (P-306)

312. X-RAY NEGATIVES OF VETERANS RECORDED TREATMENT AT VETERANS' HOSPITAL. X-ray negatives (2,300), in vault. 3 x 5 card index, 2 ft. X-ray room. (P-307)

RUTLAND

VETERANS' ADMINISTRATION FACILITY

(A) Administration Bldg.

(B) Engineering Bldg.

This Facility was opened on May 15, 1923, just after the completion of the modern hospital buildings. It is also known as Rutland Heights or the Central New England Sanitarium. It operates under a manager through the following divisions: finance, medical, supply, and utility. Current records are kept in modern equipment and are easily accessible. Some dead files, 48 linear feet of memorandum vouchers, July 1924 - 1932, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about them see Series XII, The Veterans' Administration, No. 19, Maryland, p. 55. No records are destroyed except upon authorization from Washington, D.C.

Correspondence

313. GENERAL CORRESPONDENCE, May 10, 1928 to date. Concerning various activities related to the operation of the hospital. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 23 ft. 10 in., in 7 pasteboard boxes and in 9 drawers of metal filing cases. Storeroom (Bldg. A). (4)

314. PERSONAL AND CONFIDENTIAL CORRESPONDENCE, Oct. 1932 to date. Business manager's correspondence concerning property, utilities, civilian employees, finances, supplies, and purchases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. 1st floor (Bldg. A). (41)

Finance

315. VOUCHERS OF DECEASED PATIENTS' FUNDS, Oct. 1932 to date. Filed numerically. (Monthly, official.) 9 x 12 folders, 7 in., on metal shelf. Vault, N. corner 1st floor (Bldg. A). (45)

316. MACHINE MAINTENANCE RECORD, May 26, 1926 to date. Form 6000, purchases for use in machine maintenance, listing types, quantities, and prices. Filed numerically. (Daily, official.) 5 x 8 cards, 2 in., in wooden box. Engineer's Office (Bldg. B). (35)

317. PROPERTY VOUCHERS, Apr. 1, 1929 to date. Forms 134a, 135, and 1278, vouchers for articles received, showing kind, description, quantity, unit price and total cost of article, and names of consignor and consignee. Filed numerically. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 pasteboard boxes. Storeroom (Bldg. A). (17)

318. GENERAL ACCOUNTING RECORDS, June 1929 to date. Forms 208, 957a, 1013c, 1015a, 1015b, 1017c, 1025, and 1034a, general records concerning allotments, cash sales, encumbrances, and disbursements. See addenda for complete description of forms. Filed numerically. (Rarely, official.) 9 x 12 folders, 5 ft. 4¹/₂ in., in 6 pasteboard boxes. Storeroom (Bldg. A). (1)

319. FINANCIAL RECORDS, July 1, 1929 to date. Detailed records of expenditures for food, travel, salaries, supplies, upkeep and other expenses. Filed numerically. (Daily, official.) 9 x 12 folders, 11 ft. 8 in., on 8 metal shelves. 1st floor (Bldg. A). (33)

320. MISCELLANEOUS COST RECORD VOUCHERS, July 1, 1929 to date. Expenditures for food, travel, supplies, ambulances, specialists' fees, and other expenses. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 ft. 4 in., on metal shelf. Vault, N. corner, 1st floor (Bldg. A). (47)

321. PROPERTY RECORDS, Aug. 19, 1929 - Aug. 21, 1935. Form 89-2, supplies received and expended and balances on hand; used in compiling quarterly inventory. See addenda for further description. Filed chronologically. 5 x 8 card index, 2 ft. 6 in. (Frequently, official.) 9 x 12 folders, 6 ft. 1 in., in 4 pasteboard boxes. Storeroom (Bldg. A). (14)

322. MAINTENANCE AND REPAIR REQUESTS, Jan. 14, 1931 - July 1935. Form 6002d, requests for authorization of repairs or maintenance needs; station estimates of materials, labor, and costs. Arranged numerically. (Frequently, official.) 9 x 12 loose-leaf books, 3 ft., in 4 pasteboard boxes. Storeroom (Bldg. A). (16)

323. PROPOSALS, Aug. 6, 1931 - July 1935. Form 33, proposals submitted for furnishing supplies, materials, or services, showing names of bidders, description, quantity, and cost of articles, and dates of bids. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 ft. 1 in., in 5 pasteboard boxes. Storeroom (Bldg. A). (15)

324. GENERAL CONTRACT FILES, 1931 to date. Forms 31 and 33, contracts for supplies and materials purchased, showing contractors' names, descriptions, quantities, unit prices, and total costs of articles. Filed numerically. (Monthly, official.) 9 x 12 folders, 10 ft., in 6 pasteboard boxes. Storeroom (Bldg. A). (19)

325. CANCELED CONTRACTS, May 6, 1932 to date. Contracts dropped or canceled because bids were too high or specifications were not up to standard. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 ft., in 2 pasteboard boxes. Storeroom (Bldg. A). (18)

326. PAID MEMORANDUM VOUCHERS, June 10, 1932 to date. Covering disbursements for food, travel, supplies, clothing, and other expenses (duplicates). Filed alphabetically. (Frequently, official.) 9 x 12 folders, 31 ft. 4 in., on 6 metal shelves. Storeroom (Bldg. A). (2)

327. SUPERINTENDENT OF CONSTRUCTION RECORDS, Oct. 2, 1932 - June 1935. Form 6001, progress of construction work, showing dates, contractors' names, descriptions of projects and percentage completed. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 3 in., in 2 pasteboard boxes. Storeroom (Bldg. A). (8)

328. PURCHASE ORDERS, Dec. 28, 1932 to date. Purchases made other than by open bids (duplicates). Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 3 pasteboard boxes. Storeroom (Bldg. A). (7)

329. LAUNDRY LISTS, July 13, 1933 - May 1, 1935. Form 2615, listing articles laundered at hospital for personnel and amounts charged. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 9 ft. 4 in., on 4 wooden shelves. Storeroom (Bldg. A). (6)

330. FEDERAL CREDIT UNION, Sept. 1, 1935 to date. FCA Form CU-200, applications for loans and loans awarded to employees. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., on metal shelf. Vault, N. corner, 1st floor (Bldg. A). (50)

Functional Records

331. RECORDS OF DISCHARGED PATIENTS, June 1921 to date. Form 2545, listing cures effected, physical fitness attained, and number of patients discharged. Filed numerically. (Monthly, official.) 9 x 12 folders, 200 ft., in 50 wooden boxes. Storeroom (Bldg. A). (25)

332. RECORD SHEETS FOR ALCOHOLIC AND NARCOTIC DRUGS, June 1922 to date. Forms 2638 and 3234, records of the dispensing of alcohol and drugs, showing balances on hand in liquid and tablet form; from preceding month, names of patients and names of nurses administering; dates and amounts of drugs or spirits dispensed. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 pasteboard boxes. Storeroom (Bldg. A). (5)

333. DENTAL CLINIC, Oct. 1, 1922 to date. Form 2614p, records of dental patients, showing name, address, claim number, disability of patient, dates examined and treated. Filed alphabetically. (Daily, official.) 6 x 8 cards, 4 ft. 8 in., in 4 drawers of metal filing case. Dental Clinic Room, 4th floor (Bldg. A). (31)

334. PATIENTS' CHARTS, Oct. 1922 to date. Showing case history, nature of present illness, general physical condition, operations performed, surgeons' and nurses' notes, and dental records. Filed alphabetically. (Daily, official.) 9 x 12 folders, 15 ft. 4 in., in 11 drawers of metal filing cases. General Ward (Bldg. A). (32)

335. EYE, EAR, NOSE, AND THROAT CLINICAL RECORDS, June 16, 1923 - May 18, 1933. Forms 2614a and 2614b, clinical records and family histories of patients, showing name, age, address, and claim number of patient; diagnosis of case, treatments given, and results obtained. 4 x 6 card index, 3 ft. 9 in. (Never.) 9 x 12 folders, 6 ft., in 3 pasteboard boxes. Storeroom (Bldg. A). (10)

336. REPORTS OF OFFICER OF THE DAY, Sept. 1, 1923 to date. Daily reports to manager, giving name of officer of the day, meal inspection report, number of patients admitted and discharged, and number of deaths. Arranged chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 2 ft., in 2 pasteboard boxes. Storeroom (Bldg. A). (11)

337. **EMPLOYEES AND OUT-PATIENTS FILES, X-RAYS**, Oct. 1923 to date. X-ray records of employees who have contracted diseases and also records of out-patients receiving hospital examinations. Filed numerically. 3 x 5 card index, 8 in. (Weekly, official.) 14 x 17 envelopes, 2 ft. 3 in., in 2 drawers of metal filing case. X-ray Room, 4th floor (Bldg. A). (20)

338. **PATIENTS X-RAY FILES**, Oct. 1923 to date. Clinical records and roentgenological reports on patients, noting progress of patients and new findings. Filed numerically. 3 x 5 card index, 1 ft. (Daily, official.) 14 x 17 envelopes, 8 ft. 9 in., in 6 drawers of metal filing cases. X-ray Room, 4th floor (Bldg. A). (22)

339. **PATHOLOGICAL FILES**, Oct. 1923 to date. Findings of members of staff after study of films of cases, regarding symptoms and complications. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 10 in., in 6 drawers of wooden card cabinets. X-ray Room, 4th floor (Bldg. A). (23)

340. **SOCIAL SERVICE CASES, GENERAL DISCHARGES**, Dec. 1, 1923 to date. Records of discharged patients, showing patient, date of admission, kind of disease, family and case histories, date of discharge and reason for same. Filed numerically. 3 x 5 card index, 4 ft. (Frequently, official.) 9 x 12 folders, 18 ft. 4 in., in 3 wooden boxes. Storeroom (Bldg. A). (3)

341. **ROUTINE EXAMINATION OF FILES**, Mar. 1929 - June 1933. Reports on periodic examinations of records. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 1 ft. 3 in., in drawer of wooden filing case. Laboratory, 4th floor (Bldg. A). (52)

342. **LABORATORY RESEARCH WORK, EXAMINATIONS, AND REPORTS**, May 1929 to date. Reports of scientific research work conducted at laboratory, showing types of research work, objects sought, and results obtained. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. Laboratory, 4th floor (Bldg. A). (26)

343. **ROUTINE LABORATORY EXAMINATIONS OF PATIENTS**, Aug. 1929 to date. Daily reports of tuberculin and Wasserman tests, showing patient's name and claim number, sputum test, blood count, and urinalysis. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in 2 drawers of metal filing case. Laboratory, 4th floor (Bldg. A). (43)

344. **INVENTORIES OF PATIENTS' CLOTHING**, May 1932 to date. Form 2604, records of patients' clothing with notations on condition of same. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 in., in pasteboard box. Storeroom (Bldg. A). (13)

345. **PHYSIOTHERAPY PROGRESS RECORDS**, June 1932 to date. Form 2611, records of progress made by patients resulting from different light treatments. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of metal filing case. Physiotherapy Department, 5th floor (Bldg. A). (40)

346. NIGHT REPORT CHIEF NURSE'S OFFICE, June 1932 to date. Number of patients present at bedtime, number of vacant beds, number of patients out on passes, condition of patients during night, and names of nurses on duty. Entered chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ vols., 5 ft., on shelves. Storeroom (Bldg. A). (9)

347. X-RAY FILES OF DISCHARGED PATIENTS, INACTIVE, June 1932 to date. X-ray films of discharged patients. Filed numerically. 3 x 5 card index, 3 ft. (Frequently, official.) 14 x 17 envelopes, 14 ft. 4 in., in 10 drawers of metal filing cases. X-ray Room, 4th floor (Bldg. A). (21)

348. MISCELLANEOUS FILES, July 8, 1932 to date. Monthly reports concerning occupational therapy, inventories of expendable property, daily reports of occupational aides. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. Occupational Therapy Department Room (Bldg. A). (28)

349. SURGICAL CLINIC, Oct. 1, 1933 to date. Records of operations, giving names of patients, operating surgeons, and types of operations performed. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of metal filing case. Surgical Clinic Room, 4th floor (Bldg. A). (30)

350. ISSUE SLIPS, July 1934 to date. Form 2588, materials purchased for and accepted by patients for use in manual work. Filed numerically. (Monthly, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. Occupational Therapy, S. end, basement (Bldg. A). (27)

Miscellaneous

351. GUARD REPORTS, Oct. 1922 to date. Forms 3231, daily reports of gate guard, showing time reported for duty, condition of bus service, descriptions of mishaps, time relieved of duty; also, report on weather conditions and temperatures. Filed chronologically. (Rarely, official.) 9 x 11 $\frac{1}{2}$ folders, and 8 x 10 $\frac{1}{2}$ vols., 3 ft. 9 in., in 2 pasteboard boxes. Storeroom (Bldg. A). (12)

352. STEAM FLOW METER FILE, June 30, 1932 to date. Showing amounts of steam pressure needed for heating buildings according to varying outside temperatures (duplicates). Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Engineer's Office (Bldg. B). (37)

353. STEAM RECORDER FILE, June 30, 1932 to date. Showing amounts of steam in boiler before being released to various buildings. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Engineer's Office (Bldg. B). (34)

354. RECORDING THERMOMETER FILE, June 30, 1932 to date. Showing temperatures and pressures of boiler feed water leaving heater. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Engineer's Office (Bldg. B). (36)

355. DAILY LOG SHEET BINDER, Oct. 30, 1932 to date. Daily record of activities of engineering department. Arranged chronologically. (Daily, official.) 12 x 19 loose-leaf books, 10 in., on top of filing cabinet. Engineer's Office (Bldg. B). (44)

356. MISCELLANEOUS FILE, Oct. 1932 to date. Record of materials used by engineering department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 wooden boxes. Engineer's Office (Bldg. B). (39)

Personnel

357. PERSONNEL FILES, June 1921 to date. Records of persons employed at hospital since date of its establishment, showing names, positions, salary and service records. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 19 ft. 7 in., on 5 metal shelves. Storeroom (Bldg. A). (24)

358. PERSONNEL RECORDS OF REGULAR EMPLOYEES, Jan. 1922 to date. Form 2713, records of civilian employees, showing names of employees, daily work records, positions held, salary received, and service records. 5 x 8 card index, 3 ft. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of metal filing cases. Personnel Department Room (Bldg. A). (38)

359. APPLICATIONS AND CORRESPONDENCE, Jan. 1922 to date. Applications from persons seeking temporary employment as cooks, carpenters, and laborers, and related correspondence. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Personnel Department Room (Bldg. A). (42)

360. INFORMATION BUREAU, July 1, 1935 to date. Record of employees and patients entering and leaving office building and list of visitors. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of wooden filing case. Information Office (Bldg. A). (29)

Photographic Negatives

361. ACTIVE X-RAY FILES OF CURRENT CASES. X-ray negatives (3,500), in jackets in metal cans. 3 x 5 card index. X-ray room, 4th floor. (P-22)

362. INACTIVE FILES OF DISCHARGED PATIENTS. X-ray negatives (12,000), in jackets in metal containers. 3 x 5 card index. X-ray room, 4th floor. (P-60)



